

Mark Guy | Runner

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London

This CV may be kept on file and distributed for employment purposes

KEY SKILLS

- Calm Under Pressure
- Multi-Tasker & Problem Solver
- Customer Services & Complaint Resolution
- Excellent Written & Verbal Communication
- Managing Talent & Contributors
- Leading & Inspiring a Team
- Radio Comms Etiquette
- Public Speaking
- Fast Learner with Lots of Energy!
- Video & Audio Editing (Premiere & Audition)
- Graphic Design (Photoshop & InDesign)
- Microsoft Office

EDUCATION & TRAINING

Coronavirus Basic Awareness on Production Training
ScreenSkills

Crowd and Crisis Management Training
Carnival UK

Post Graduate Diploma in Public Relations (Merit)
The Chartered Institute of Public Relations, UK

Bsc (Hons) Media Production (2.1)
The University of Surrey, UK

ABOUT ME

I'm a hardworking and enthusiastic individual with a background in entertainment management and communications, looking to build upon my Runner experience and kickstart a career in unscripted TV production.

Over 25, full, clean UK driving-licence & fully COVID-19 vaccinated

EXPERIENCE

Runner | Documentary - title TBC | NB Content | March 2022 (3 days)

Working with talent and contributors, obtaining release forms, transporting kit, helping with camera setup.

Location Runner | The Insider S1 | Eureka Productions | April 2021 (14 days)

Chaperoning talent, sourcing meals and refreshments, cash handling, using radio comms, setting up green room, directing crew parking.

Studio Runner | Eggplant & Peach | Channel 44 | May 2019 (3 days)

Assisting green room talent and Asst. Floor Manager, replenishing refreshments, helping with props and games setup, admin support.

Digital Producer

The Uniting Church SA, Adelaide – April 2021 – Present

Maxwell Wines, McLaren Vale – November 2020 – April 2021

Cruise & Maritime Voyages Australia – March 2019 to July 2020

- Social media management & web content producer
- Videography, photography & editing
- Setting up & managing photo shoots, talent & release forms
- Booking travel for sales team (flights and hotels)
- Sourcing relevant stock imagery & music

Runner & Promotional Brand Ambassador

Freelance - October 2017 to February 2019 (UK)

Working with various clients, inc. ITV, Universal Pictures & Coca-Cola.

- Carrying & setting up OB equipment & event stands
- Cash handling at events
- Anti-social hours – evenings & weekends
- Dealing with customer queries & complaints in a timely manner
- Handling paperwork & sensitive data
- Crowd control at events with radio comms
- Problem-solving any issues that arise during events
- Leading a team of various personality types

Entertainment Manager

Carnival UK (P&O Cruises) - March 2010 to October 2017

- Leading the entertainment department
- Calm problem solving under pressure – e.g. last-minute entertainment schedule changes due to changing ports!
- Multi-tasking – from researching a celebrity interview to writing end-of-cruise reports
- Dealing with guest & talent queries & resolving complaints fast
- Public speaking – hosting shows & running crew safety training
- Scripting & generating new ideas for game shows & quizzes
- Working with BBC Studios to execute Strictly Come Dancing at sea

References available on request