

Experienced production runner on HETV Drama, looking to progress my career in the Production department on Commercial, Factual and Drama productions. My passion for storytelling and ability to learn quickly have given me the essential tools for this role: time-management, organisation, communication, attention to detail and great problem-solving skills.

**GDPR Statement: This CV may be kept on file and distributed for employment purposes.**

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## SKILLS

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### TECHNICAL

- Microsoft Suite
- Managing budgets / expenses
- Good working knowledge of production Schedules, Call Sheets and communicating via radio.
- Experience working with on-screen Talent and Supporting Artists on a TV Drama.

### LANGUAGES

- Portuguese (Native)
- English (Fluent)
- Spanish (Conversational)

### PROFILE

- Great attention to detail and focus
- Confident team player
- Great communicator, positive attitude
- Organised and reliable

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## WORK EXPERIENCE

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### **Production Runner**

*Dogs Trust Ad (VINCE) - Apr 2025*

- Prepared and served refreshments
- Delivered food supplies for craft services
- Assisted with prop handling for the art department
- Ensured smooth on-set operations by handling last-minute changes and supporting the AD team.

### **3rd AD**

*CÂNDIDO (Ukbar Produções & main Portuguese broadcaster) - Sep to Oct 2023*

- Managed background artists and cast, ensuring they were in the right place at the right time and ready for scenes.
- Acted as the key point of communication between the 1st AD, 2nd AD, and background performers.
- Distributed call sheets, sides, and relayed instructions to cast and crew.
- Maintained set discipline and safety while ensuring efficient movement between setups.

### **Production Runner**

*Matilha (Arquipélago Produções, Amazon Prime and main Portuguese broadcaster) - Mar 2023*

- Supported the shoot logistics and planning
- Maintained a clean, organised and safe set.
- Supported crew with setup and breakdown of equipment, props, and craft services as needed.
- Maintained set security and lock-ups to prevent interruptions during filming.

### **Covid Assistant**

*The Sixth Commandment (Wild Mercury Productions for BBC) - Jul 2022*

- Supported the adherence to Covid-safe rules and guidelines
- Supported the production team in turning over different setups

### **Office Runner**

*Plimsoll Productions - Mar 2022*

- Maintained cleanliness and organisation in the office
- Courier management

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## OTHER RELEVANT EXPERIENCE

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### Office Assistant and Social Media Manager

*Fixe School - Apr to Sep 2024*

- Handled internal and external phone calls, and responding to emails
- Coordinated bookings
- Kept accurate records and payment follow-ups

### Events Worker (Student Ambassador)

*University of the West of England - Jan 2021 to Nov 2022*

- Supported the delivery of university events, developing strong skills in logistics and multitasking
- Responded proactively to on-the-spot challenges, showing initiative and a calm, solutions-focused approach under pressure.

### Supporting Artist

*Sex Education S4 (Netflix) - Sep to Oct 2022*

- Followed direction in a fast-paced and quick turnover shoot, demonstrating adaptability
- Followed on set etiquette when addressing other members of the cast and crew

### Front of House & Bartender

*Pubs and Restaurants - Between Nov 2019 and Jun 2022*

- Ensured a welcoming and friendly atmosphere to enhance the overall customer experience.
- Communicated effectively with colleagues and management to coordinate tasks and resolve issues.

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## VOLUNTEERING

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### Volunteer (Weekly)

*CASA - Centro de Apoio aos Sem Abrigo (Setúbal, Portugal) - Jan to Oct 2024*

- Assisted in the preparation, packaging, and distribution of warm meals and essential food supplies to vulnerable populations, demonstrating teamwork and community commitment.
- Engaged respectfully with service users and charity staff, developing interpersonal skills and a compassionate, professional approach.

### Volunteer

*Project Zulu and University of the West of England - Johannesburg - Aug 2022*

- Filmed and produced promotional content in township schools to support the Zulu Project's educational outreach, highlighting their impact and amplifying their mission.
- Collaborated with local educators and fellow student filmmakers, demonstrating strong cultural sensitivity and on-location production skills.

### Volunteer

*The Daigo Project and University of the West of England - Banjul, Gambia - Jan 2020*

- Produced a short documentary showcasing artists, artisans, and educators in the Gambian arts community, highlighting their work and cultural impact.
- Conducted interviews, filmed on location, and managed editing and narrative structure, demonstrating strong communication and storytelling skills.

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## TRAINING

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### Intercultural Exchange Trainings

*Funded by the EU (Erasmus +) - 2023/2024 and 2025/2026*

- 2023/2024 - Slovenia and Germany - Focused on youth work, in particular how to approach the topic of Sex Education with young people
- 2025/2026 - France and Portugal - Focused on exploring the theoretical and operational concept of "Tiers-Lieux" or "Third Places" in France.

*Skills acquired:*

- Developed strong cultural awareness, adaptability, and collaboration skills through immersive experiences working with diverse international participants.
- Explored practical and theoretical approaches to community work, with a focus on inclusion and cultural diversity.

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## EDUCATION

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BA (Hons) Filmmaking (2-1) - University of the West of England (2022)

BA in Arts and Humanities - Universidade de Lisboa (2018)