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Swindon, Southwest, UK

Jack Ostle

Runner

GDPR: This CV may be kept on record and distributed for employment purposes. References are available upon request.

Profile

I'm a Film & TV Production graduate (University of Gloucestershire) with a proactive attitude, eagerly seeking work within the industry as a runner, production assistant or trainee, with plenty of admin experience working in fast paced environments where I need to quickly respond to ad-hoc tasks.

Qualifications

- Full UK Driving licence (25+)
- First Aid Trained (Qualifications Network)
- Screenskills Coronavirus Basic Awareness
- Screenskills Tackling Harassment and Bullying at Work

Skills

- Adobe Creative Suite
- DaVinci Resolve
- Microsoft Office (and equivalents)
- IT literacy and Administrative Tasks
- Time Management and Organisation

Credits

Kevin at Work, short film, Create Studios – Runner (27th – 28th August 2024)

- Acted as clapper loader and assisted with general errands within the camera department (lens swapping, equipment moving, battery management etc.)

Heaven Spot, short film, Create Studios – Runner (24th – 25th August 2024)

- Supporting production crew with any additional tasks while shooting on location, involving kit transport and public management.

Dickinson's Real Deal, RDF Television – Runner (11th June 2022)

Day Runner on returning show that was shot in Swindon. Duties included:

- Managing refreshments stand and waiting crowd - fetching refreshments for cast and crew
- Proactively ensuring that items selected for filming were brought to the podiums as soon as need

Work Experience

Varsity Match, Timeline TV – Runner (19th May 2021)

Runner when Timeline filmed the University of Gloucestershire vs Worcestershire match in the live sport format.

- Carrying and setting up equipment - Looking after and shadowing camera crew

Student Productions

Darkness Within, short film – Assistant Director (June 2021)

- Time and crew management - Adhering to schedule

Dandelions, short film – Runner (April 2021)

- Transporting talent - Retrieving refreshments and additional props

Other Work / Employment

Sinewave - Business Support Administrator (November 2023 – Present)

Fast paced office environment requiring IT literacy with good written and verbal communication with duties such as:

- Managing phone lines and fleet
- IT support, general office maintenance and data entry / management

Leasing.com – Videographer (12th September 2023)

Freelance work shooting a car to create a promotional video for their YouTube channel

Walker Logistics Ltd - Account Manager and Administrator (September 2021 – November 2023)

Collaborating with warehouse staff and clients to manage orders

- Stock management / Client and courier liaison

Firebird Films – Edit Assistant (October 2021)

Providing support during heavy workload coming from COP26.

- File management and editing

John Deere – Videographer (August 2021)

Freelance work shooting tractors for promotional material during a showcase.

Education

University of Gloucestershire, Film & Television Production – 2.1 Hons. (September 2020 – June 2021)

Writer / Director of multiple short films, co-ordinating crew and talent as well as self-shooting on many projects.

New College Swindon, HND Creative Media – Distinction (September 2018 – June 2020)

Collaborated on music videos and short film ideas, culminating in writing and directing a feature length project.