

SKILLS

- Booking travel, accommodation, courier services, etc.
- Diary and schedule management
- Organising and booking office events
- Office maintenance and upkeep
- Cash float management and financial reconciliation
- Post-production paperwork - compliance and clearance documents, Silvermouse
- Assisting with casting outreach
- Purchasing office and production supplies
- First Aid certified
- BCS Level 2 Certificate in IT User Skills (Word, PowerPoint, Excel)
- Skilled in copywriting
- Albert Accredited - Applied Skills for a Sustainable Screen Industry course
- Proficient in Adobe Photoshop, Illustrator and Premier Pro
- Native Spanish speaker

OTHER EXPERIENCE

Pull & Bear - Retail Assistant

October 2023 - March 2024

Pitcher & Piano - Bar Staff

September 2022 - August 2023

JD Wetherspoon - Bar Staff

June 2021 - September 2022

Topshop - Retail Assistant

November 2019 - October 2020

La Bodega - Waiter

November 2018 - November 2019

EDUCATION

University of the West of England

2021-2024 - Filmmaking BA

1st Class Hons

University of the Arts London

2019-2020 - Art Foundation Diploma

Photography and Time Based Media

Kingsdale Foundation School

A-Levels - Spanish, English Lit &

Photography - A*, A*, A*

ABOUT ME

I am a motivated, highly organised, and hardworking runner / personal assistant eager to transition and develop a career in HETV production after a year of working in Factual Entertainment. I am a big fan of independent cinema and enjoy writing and making short films in my free time.

EXPERIENCE

Office / Production Runner

Love Productions | April 2024 - Current

- Office upkeep and maintenance: purchasing office supplies and kitchen stock, inducting new starters, setting up phones / desks, dealing with confidential waste and electronics recycling, liaising with tech / finance departments and building maintenance to keep the office running smoothly.
- Diary and inbox management for production executive, as well as the rest of the production team.
- Assisting all departments with daily tasks: printing, collecting and sending out deliveries, booking travel and accommodation, completing post paperwork
- Going on location when needed and assisting production departments on set.

Marketing Assistant

Gritty Talent | July 2023 - August 2023 | Internship

- Designing digital assets (animated gifs, end-cards, social media posts)
- Managing socials & researching Film/TV career opportunities for comms.
- General administrative and research tasks - organising contact databases, managing company calendar etc.

Office Runner / Script Reader

Big Talk | April 2023 - May 2023 | Unpaid Work Experience

- Writing detailed script reports for the development department.
- General office admin - answering the phone, forwarding emails, scheduling meetings.
- General runner duties - e.g. coffee / grocery runs.

TV Development Trainee Programme

Silver Strand | January 2023 - March 2023 | Weekly Sessions

- Working with producers and directors to write proposals for Factual TV projects based on live briefs.
- Designing graphics for pitch decks and organising pitch documents and files.

CREDITS

Bake Off: The Professionals | Love Productions for Channel 4 | January 2025 | 2x Episodes | Production Runner

An Extra Slice | Love Productions for Channel 4 | November 2024 | 4x Episodes | Contributor Runner

The Great Pottery Throwdown | Love Productions for BBC | October 2024 | 2x Episodes | Art / Digital Team Runner

The Great British Sewing Bee | Love Productions | August - September 2024 | 2x Episodes | Production Runner

Junior Bake Off | Love Productions | July - August 2024 | 5x Episodes | Food Runner

The Great British Bake Off | Love Productions | June - July 2024 | 3x Episodes | Production Runner

Doctor Who | Bad Wolf for BBC | September 2023 | 2 Days | Location Marshall