

Leila Suharwady

Production Runner

Manchester Based

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PROFILE: Highly motivated production runner with strong communication skills, adept at working in demanding environments and confident working during antisocial hours. I am passionate about my career in production management for factual television and am committed to gaining a comprehensive understanding of the industry. My goal is to focus on building diversity and vision within my career.

SKILLS

- Researching (industry & academic experience) - Strong Administrative skills
 - Budgeting and Scheduling (industry & academic experience) - Studio, Office and Location experience
 - Good Knowledge of key software such as Google Apps & Microsoft 365 for budgeting and scheduling.
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PRODUCTION EXPERIENCE:

Production Secretary | [True North](#) | [Help! We Brought a Village](#) *January - February 2025*
Prepared international post-production paperwork for international distributors.

Production Runner | [Thames Television](#) | [Britain's Got Talent - series 18](#) *January 2025*
Supported lighting and set design for backstage pre-show interviews. Logged pre-show interviews, delivered digital equipment, and provided talent support.

Production Runner | [ITN Production](#) | [The Air Fryer Diet](#) *December 2024*
Assisted with set-up, provided camera support during filming, and transported equipment to new filming locations.

Production Runner | [Thames Television](#) | [Britain's Got Talent - Producer Tour](#) *November 2024*
On-the-ground support, ushering and registering audience members and talent.

Production Secretary | [True North](#) | [A New Life in the Sun - Roadtrip Reversions](#) *October 2024 - November 2024*
Prepared international post-production paperwork for international distributors.

Floor Runner | [So Television](#) | [The Graham Norton Show](#) *October 2024*
Set up the Green Room for talent, ushered the audience, and provided studio support.

Production Runner | [BFI - SHORT](#) | [UNCOOL](#) *August 2024*
Organised catering for cast/crew, location marshalling, and collected and transported equipment.

Floor Runner | [Channel 4](#) | [The Piano Series 3](#) *July 2024*
Collected release forms from audience members using "RIMMS" and assisted with de-rigging after filming.

Production Runner | [ITN Production](#) | [The Poisoning: How to Kill your Husband](#) *July 2024*
Assisted with interview set-up and breakdown, provided camera and audio support, and liaised with contributors during non-filming periods.

Production Runner | [ITN Production](#) | [MH17 10th Anniversary](#) *June 2024*
Assisted with equipment set-up and camera support during filming, and liaised with contributors.

Production Runner | [BBC](#) | [Repair Shop](#) *May 2024*
Supported contributors during location filming, organised filming notices, assisted the camera crew during clean-up, and collected release forms from contributors.

Production Runner (PLACEMENT) | [True North](#) | [Renovation Nation](#) *Sep 2023*
Tasks included researching, fact-checking, completing voice-over scripts, supporting the calculation of the Albert Carbon Calculator, and confirming releases from contributors.

Production Runner | [BBC](#) | [Musical Storyland](#) *Jul 2023*
Supported the design team during set-up and assisted the talent during filming.

Location Marshall | [HBO](#) | [The Palace](#) *Apr 2023*
Assisted with set-up during filming days and supported clean-up after the shoot was completed..

Production Runner | [Modest TV](#) | [Eurovision Handover and Allocation Draw](#) *Jan 2023*
Provided production office and Art Department support and assisted with audience ushering.

OTHER EMPLOYMENT:

Wedding and Event Coordinator | [Tutton Group](#) *January 2025 - Present*
Support weddings and events at Stock Farm Venue. Responsibilities include managing daily logistics operations during events, delivering event briefs and ensuring all logistics are met before an event.

Visitor Operations Coordinator | [Factory International](#) *Sep 2023 - October 2024*
Led the development of Factory International's current accreditation system for music events, theatre productions, and daily events.

Front of House Coordinator | [Factory International](#) *May 2023 - Jul 2023*
Managed FOH staff for different venues, including scheduling and budgeting for FOH staff. Lead coordinator for accreditation for the Manchester International Festival 2023.

EDUCATION:

University of Salford - MA Production Management for TV, Film and Digital Media - Distinction *Sep 2022 - Sep 2023*

Manchester Metropolitan University - BSc Psychology - First Class with Honours *Sep 2017 - May 2021*

References - Available upon Request

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