

# AMELIA FURLEY

RUNNER (FULL CLEAN DRIVING LICENCE 21+)

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📍 Radlett, Hertfordshire, UK

## PROFILE

Wildly enthusiastic and proactive English and Creative Writing graduate with excellent written and oral communication skills. Acute understanding of multi-genre script and social media trends, with a keen eye for the visual and audience reception. Looking to get into TV development via assistant, trainee initiatives, or running roles.

## WORK EXPERIENCE

### Studio Lambert

31 May- Present

#### Celebrity Gogglebox Series 7 Runner

- Assisted the Junior Researcher and Production Team on location, coordinating cast dinners, fulfilling requests, and supporting smooth shoot operations
- Assisted with set dressing and delivering props between shooting locations

8 February- 21 May 2025

#### Gogglebox Series 25 Runner/Driver

- Transported rushes from filming locations to the edit house in London
- Completed long-distance driving on motorways and rural routes
- Managed and reconciled a financial float on a weekly basis
- Provided cover for Junior Researchers: downloading and managing archive cutdowns, suggesting editorial ideas for preambles, and communicating rolling times with the Field Liaison Producer

17-21 June 2024

#### Office Runner

- Supported the senior team
- Managed meeting room bookings and availability
- Updated inventory database and lifted equipment between floors
- Accommodated deliveries to post-production houses
- Served internal and external guests refreshments, ensuring kitchen cleanliness and that stock was regularly replenished.

## OTHER EMPLOYMENT

March 2023- Present

#### English Literature/ Language Tutor

## SKILLS

- Excellent written and oral communication
- Online Tutor
- Proficient in script software eg. Celtx/ Final Draft
- Archive clearance
- Microsoft suite (PowerPoint, Excel, Word) and Adobe Acrobat
- Manning reception

## EDUCATION

Newcastle Upon Tyne, UK  
2021-2024

#### Newcastle University

BA English Literature with Creative Writing 2:1

St Albans, UK  
2014- 2021

#### St Albans Girls' School

A Levels: A\*BB

References available upon request

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