

OLLIE DAVIS

Full clean driving license | HERTFORDSHIRE/LONDON | 07895 089385 |
olliemdavis05@gmail.com

Hard working, adaptable, reliable runner. Passionate about film and TV with a can-do attitude. Dedicated to ensuring a smooth production by supporting crew and talent. Eager to secure further runner opportunities

IMDb: https://pro.imdb.com/name/nm17329317?ref=hm_nv_usr_profile.

Linkedin: <https://www.linkedin.com/in/ollie-davis-763776252/>

SKILLS:

On-set: Supporting daily operations; Running errands; Locking off sets; Marshalling, Radio etiquette; Coordinating between departments; Assisting with talent; Cash handling; Easy Up set up, Assisting with set dressing, set up and strike; Crew meal orders and collections; Managing clapperboards; Handling production paperwork (call sheets, schedules, risk assessments, movement orders, release forms, location recce, budgeting/expenses reimbursement)

Editing: confident user of Premiere Pro Adobe Photoshop and Capcut;

Camera: have operated Black Magic cameras including operating the dolly;

Sound: confident user of Audacity recording and audio editing software and have used mic equipment for creating podcasts. Have experience in carrying out soundchecks – testing levels and lines to ensure appropriate clarity volume and EQ;

EXPERIENCE:

ROLE	PRODUCTION	DATE
Production coordinator	Quiescence (short student film. ESA Productions)	31/3/25 – 23/5/25
Production runner	The Caged (feature film. Dark Matter Studios. Directed by Jeffrey Scott Collins)	28/02/25 – 28/03/25
Production runner	Eyewitness (short student film. ESA Productions)	7/10/24 – 23/10/24

- Inspired Films (Nov/Dec 2024) – various office production assistant tasks eg organising equipment lists; researching locations for shoots; booking flights; booking studio spaces; researching actors for a show; researching historic facts for Malta (for the show), researching potential shoot locations; researching European voiceover actors and generally helping out around the office.
- Assisted with sound for Herts Careers & Enterprise Company's 'Hopp into' Career Videos May 2023;
- Edited interviews to create careers video for Institution of Engineering & technology November 2023
- Assisted with camera and lighting on various student fashion photo shoots during 2023/2024
- Worked as a Saturday/school hols retail assistant at District & Modern Harpenden: mixed paints; did stock taking; served/assisted customers; carried heavy items to customers cars; cleaned; and worked the

till. Also had a weekend newspaper round. Both jobs were physically demanding and demonstrate my willingness to work hard at menial tasks and turn my hand to whatever is required of me

EDUCATION: Level 4 UAL Professional Diploma in Technical and Production Practice for the Creative Industries and Level 3 NFTS Certified Production Assistant Craftskills Qualification Sep 2024 to May 2025; Level 3 UAL Extended Diploma in Creative Media Production and Technology Sep 2022 to June 2024 at Elstree Screen Arts Academy Elstree; 7 GCSEs (Grades 7-4) Sep 2020 to June 2022 at Roundwood Park Secondary School Harpenden

- ScreenSkills Certificate: The Mark Milsome Foundation – Film and TV Online Safety Passport Course
- ScreenSkills Certificate: Tackling harassment and bullying at work
- Scenecronize for Show Users course

ACHIEVEMENTS:

- Black belt in Karate after working my way through the belts aged 7-14 – shows my tenacity and ability to dedicate time to an activity to progress through its levels
- Silver Duke of Edinburgh Award – helped me to become a better planner and strengthened my communication and collaboration skills as a team member. I also improved my leadership abilities, as well as my adaptability and problem solving skills
- Successfully raised £3,500 for a World Challenge Expedition to Mozambique aged 15/16 – I organised and hosted a Race Night and a Quiz Night, dealing with hiring venues; selling tickets; costing snacks and drinks to maximise profit. I also persuaded local and London firms/restaurants to donate raffle prizes and pay to have horse races named after themselves
- Self taught drum player
- Captained my local football team for the season we won both the league and Herts Cup – strengthened my leadership communication and team work skills

REFERENCES AVAILABLE ON REQUEST

THIS CV MAY BE KEPT ON FILE & DISTRIBUTED FOR EMPLOYMENT PURPOSES