

📍 MANCHESTER-BASED

☎ 07853 309890

✉ ALICJA.MEDIA@YAHOO.COM

# ALICJA HENDZEL

## PRODUCTION ASSISTANT

With a passion for production and a wide range of industry experience, from live broadcast to social media, I believe the skills I acquired so far will make me an excellent attribution to your team.

## SKILLS

- Talent handling
- Floor/Studio management
- Social media content creation
- Admin and paperwork experience
  - meetings, call sheets
- Video editing - Premiere Pro
- Cash handling and budgeting
- Safeguarding & inclusivity certification
- Interpreting experience - Polish to English

## EXPERIENCE

**THE NATIONAL LOTTERY'S GB HOMECOMING BBC | STUDIO FLOOR RUNNER** AUG '24  
Handling talent and ensuring the smooth running of the programme, sticking to strict timings and helping out in rehearsals.

**KAIROS MEDIA | TEMP. SOCIAL MEDIA EXECUTIVE** NOV - DEC '23  
Transforming long-form content into short-form content for creators, alongside scheduling and creating captions.

**TEDx UNIVESITY OF SALFORD | SOCIAL MEDIA** JUNE '22  
Managing the social media sites to the lead-up to the event as well as providing live updates from the Ted Talks throughout the event.

**BADGERS & COMBES | VIDEOGRAPHER AND PRODUCTION RUNNER** DEC '21 - JUN '22  
Worked on multiple productions as a videographer whilst also maintaining the smooth running of the production through talent handling. The productions included:

- Series 4 of the 'Out of Your League' podcast.
- '10 Years to Save the World' live broadcast.
- Live broadcast of Charity Cricket Mario Dubois.

**DOCK10! LIVE | STUDIO FLOOR MANAGER** MAY '22  
Selected as part of a student opportunity. Communicated between the studio, gallery and talent to ensure the production runs smoothly accordingly to the schedule.

**CZART ADVERTISING AGENCY | WORK EXPERIENCE** SEPT '19  
Here, I worked alongside real clients' briefs to create POS and packaging designs using Photoshop.

## EDUCATION

**UNIVERSITY OF SALFORD**  
1:1 CLASS HONOURS IN TELEVISION AND RADIO PRODUCTION

## CERTIFICATIONS

- ScreenSkills Training Passport and Work Well Series
- ScreenSkills Coronavirus Production Training
- DaVinci Resolve Training

## OTHER EMPLOYMENT

**BREAKOUT MANCHESTER | TRAINER** NOV '23 - PRESENT  
Supporting all members of staff and ensuring all are trained to a high standard, both operating the rooms as well as office duties and organising meetings.

**IMMOTION | SUPERVISOR** JAN '22 - JAN '24  
Required good IT and tech knowledge to ensure machinery runs smoothly. Handling cash and card transactions daily as well as organising the rota for the staff.