

KINGA MARKIEWICZ

Enthusiastic and highly motivated individual seeking to begin a career in television as a Runner. Passionate about TV and film with genuine excitement for supporting behind-the-scenes operations.

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KEY RUNNER SKILLS

- Reliable & punctual
- Excellent under pressure
- Strong communication skills
- Team player
- Initiative & proactive
- Organised & efficient
- Positive attitude
- Quick learner
- Problem solving
- Flexible & adaptable
- Microsoft Office
- Fluent English & Polish
- Basic video editing

RELEVANT EXPERIENCE

PR Intern

Avant PR | Sept 2024 - Aug 2025

- **Deadline Management:** Worked to tight press deadlines, coordinating multiple projects simultaneously - directly transferable to TV production schedules
- **Communication Skills:** Liaised with journalists, clients, and internal teams - essential for runner role coordination
- **Attention to Detail:** Managed media samples and tracked coverage across publications with zero errors
- **Event Coordination:** Supported press events and product launches, gaining experience in logistics and setup

Festival Merchandising Assistant

Download Festival, Leeds Festival, Leeds Arena | Ongoing

- **High-Pressure Environment:** Worked major UK festivals serving thousands of customers in fast-paced, demanding conditions
- **Long Hours & Stamina:** Consistently worked 12+ hour shifts maintaining energy and professionalism throughout
- **Team Coordination:** Collaborated with large teams across multiple festival areas, demonstrating reliability and communication
- **Problem-Solving:** Independently resolved customer issues and stock problems in real-time without supervision

Catering Assistant & Event Setup

The Studio Leeds | Ongoing

- **Food Service Excellence:** Experience in catering operations - directly relevant to craft services on TV sets
- **Setup & Breakdown:** Responsible for room preparation and equipment setup for corporate events - transferable to set preparation
- **Client Service:** Maintained professional standards while serving clients and managing event logistics
- **Multi-tasking:** Balanced multiple responsibilities across catering and setup roles simultaneously

Accounts Administrator

Leo Group Ltd | Jan 2021 - Oct 2021

- **Administrative Excellence:** Managed complex invoicing and reporting systems with exceptional accuracy
- **Data Management:** Handled detailed financial records and client databases - relevant for production paperwork
- **Professional Communication:** Liaised with clients to resolve queries, demonstrating diplomacy and problem-solving

Retail Merchandising

Leeds Direct, Coral | Ongoing

- **Visual Standards:** Maintained product displays and store presentation to brand standards
- **Stock Management:** Managed inventory and restocking with attention to detail

EDUCATION

BA (Hons) PR & Brand Communication

INTERESTS

Leeds Beckett University
2022 - 2025

MA in Production Coordination

Starting September 2025

ADDITIONAL QUALIFICATIONS

- DPSI Level 3 Interpreter (Polish)
- Professional communication qualification

TV & Film Passion: Avid viewer of various genres from drama series to documentaries. Particularly interested in behind-the-scenes content and production processes.

Creative Pursuits: Video editing, photography, and digital content creation. Always exploring new technologies and creative techniques.

Active Lifestyle: Yoga and travel - demonstrates discipline and adaptability.

VOLUNTEERING

Cultural Events Volunteer

Leeds Year of Culture & Light Night

- **Community Engagement:** Demonstrated commitment to arts and culture through volunteer work
- **Event Support:** Gained experience in cultural event coordination and public engagement

WHY I WANT TO BE A TV RUNNER

Genuinely passionate about television and film production. Excited to start at entry level and learn every aspect of the industry. My experience in fast-paced environments, combined with strong organizational skills and positive attitude, makes me well-suited for the varied demands of runner work. Committed to growing within the industry - my upcoming MA study demonstrates serious investment in a TV career. Ready to work hard, take initiative, and support production teams in any capacity needed.