





Alice Katherine Petty

Production Assistant

 alicekatherinepetty@btinternet.com

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 alicekatherinepetty.myportfolio.com

 Full, Clean Driver's Licence, 25+

 London, Essex, Hertfordshire, Kent

Skills

- Full, Clean Driver's Licence, and experience driving a variety of vehicles, including **Transit Vans** and **9-Seater People Carriers**
- Recent Clean **DBS Certificate**
- Time Management and Organisational Skills
- Communication
- **Google** and **Microsoft Office**
- **Adobe** Applications, including **Premiere Pro** and **Lightroom**
- Customer Service

Training & Certificates

ScreenSkills
Introduction to disability and sustainability 9th July 2025

ScreenSkills
ScreenSkills Training Passport 26th June 2025

All Spring Media
Production Assistant Bootcamp 2nd-20th June 2025

Education

Undergraduate Degree
BA (Hons) Creative Writing
University of Hertfordshire,
September 2022 - June 2025 - *First Class Honours*

I consent for my CV to be stored/held on file and distributed for employment purposes

About me

Reliable **Runner**, **Location Marshal** & **Driver**, with experience on fast-paced sets for **scripted and unscripted TV and Film productions**. **Adaptable** to the needs of production, a **quick learner** and **organised**. Experience working closely with **talent** and **contributors**, and obtaining consent forms. **Confident communicating** with members of the public and crew. Actively pursuing Runner & Location Marshal roles to gain **further on-set experience**.

Industry Experience

Extraordinary Portraits, S6 June 2026
Chatterbox Media, Runner/Driver

Transported high-profile interviewee to location. Ensured they were comfortable and assisted with hotel check-in. Worked with crew on location shoot while interview took place.

Money for Nothing, S20&21 March - June 2026
Friel Kean Films, Runner

Worked with the Presenters and Shooting PDs at busy recycling centres. Engaged with members of the public and assisted with on-the-spot casting. Transported collected items in a mid-sized van to storage units and artisans.

The Wrong People February - March 2026
Pathetique Films, Driver/Runner

Transported cast and crew in a 9-seater People Carrier. Ran errands throughout the day, including shopping for urgent supplies and picking up click-and-collect orders.

The Blame September - December 2025
Quay Street Productions, Location Marshal

Worked across a variety of locations, including a rural forest setting, public park and ice rink, and a residential street during a late evening shoot. Assisted with the prep and strike, ran effective lock-offs, and communicated with members of the public to ensure a safe and secure set.

Grantchester, S11 September 2025
Kudos, Location Marshal

Prepped the green room quickly and effectively, completed lock-offs, and ensured the locations were returned to their former state during strike.

Past Work

Experience in **office administration roles** and **busy, customer-focused environments**. **Communicated with customers** via phone and email, worked on a daily basis with **computers**, and updated **company websites** and **social pages**. Developed **strong communication and teamwork skills**.

Bishop's Stortford college (ISS)/ Housekeeper
June 2023- August 2023, Bishop Stortford

The Home Market/
Digital Marketing and Admin
March 2022- September 2022, Epping

The Trussell Trust, Epping Forest Foodbank/
Media Coordinator (Volunteer)
January 2020- October 2022, Loughton

Cineworld Cinemas, Harlow Queensgate/ Team Member
August 2018- September 2020, Harlow