

After studying Film Production, I worked for 18 months as an in-office Production Assistant in documentary production where I prepped shoots, supported a broad range of teams, completed post-production paperwork, as well as supported company directors, all to ensure they could deliver the outstanding documentaries their audiences expect. However, my true interest has always lay in narrative feature films that do more than entertain, but can truly provoke conversations. I want to bring my ambition, enthusiasm, calm and dependable approach to create bold, world-class, British films.

KEY SKILLS/ RESPONSIBILITIES

- Script reading and editing
- Booking travel and accommodation, ensuring all travel paperwork was complete
- Cash reconciliation
- Liaising with external collaborators
- Creating meeting minutes
- Researching interviewees and topics
- Google and Microsoft workspace proficient
- Calm under pressure and quick to find solutions to problems
- Multitasking projects with competing priorities
- Quickly learning and adopting new tools and systems
- Working across each department of the film development pipeline

PRODUCTION EXPERIENCE

Videographer and Editor | Artfully Crafted | Feb 2025 - Current

- Quick to build good relationships with interviewees to ensure they are comfortable during filming
- Ensuring safe practises in all locations, which vary from small workshops to schools and listed buildings

Runner/ Location Marshall | Freelance | Feb 2025 - Current

Production Assistant | Seventh Art Productions | May 2023 - Feb 2025

- Booked locations for filming, liaising with galleries around the world ensuring requests from the venue were clearly communicated with the crew
- Cleared filming and additional archive requests, whilst making sure the production stayed on budget
- Communicated across departments and with external collaborators to ensure filming ran smoothly
- Researched and produced concise documents for directors
- Initial point of contact for external enquiries, knowing what to escalate and to who but most importantly knowing how to appropriately respond ensuring the company was always received in a positive manner
- Discreetly liaised with a range of high-profile interviewees, including a royal household member

Production Assistant | British Airways I360 | Advert | Be The Fox | July 2022

Production Assistant | Highly Inflammable | Feature Film | Lost for Words | March & June 2022

Production Assistant | Jamie T - Old Style Raiders | Ramshackle | Music Video | May 2022

- Liaised with external catering provider to ensure food was prepared and ready for the supporting artists
- Assisted the design department driving equipment and items to and from unit base and location

EXTERNAL PROJECTS

Producer | One Last Night | Short | 2025

Producer | Don't Eat The Blackberries | Short | 2024

Producer | The Last | Documentary Short | 2023

EDUCATION

MET FILM SCHOOL, BRIGHTON | BA in Film Production | First Class Hons. | 2020 - 2023

TRAINING

Screenskills | Tackling harassment and bullying at work, Safeguarding for all, Addressing unconscious bias, Introduction to mental health