

# CONTACT

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☎ 07519867466

📍 Midlands, Staffordshire, UK

🚗 Full UK Driving Licence  
(over 25)

## KEY SKILLS

- Professional experience working on location.
- A resourceful and creative problem solver.
- Basic understanding of Microsoft and SEO software.
- Experience with set building, decorating, dressing, and maintaining.
- Able to work quickly and efficiently.
- Unafraid of long hours and travel.
- Able to perform manual labour tasks.
- Flexible and adaptable.
- Work well in high-pressure environments.
- Creative, passionate, and eager to learn.

## GDPR STATEMENT

This CV may be kept on file and distributed for employment purposes.

# ELOISE HANDS

Production Assistant | Researcher | Logger

I am a highly motivated individual with managerial experience that has provided me with vital transferable skills. I am quick to pick up new tasks and able to handle a heavy workload.

## CREDITS

### **SORT OUT YOUR LIFE | RUNNER**

1st Dec-16th Dec 2022

Optomen TV (Paid)

*Season 3 of the daytime home makeover show for BBC.*

- Kit running for crew, logging interviews.
- Loading and unloading furniture, kit, and supplies.
- Looking after contributors and crew as needed.

### **THE GREAT POTTERY THROWDOWN |**

21st Aug-10th Nov 2022

#### **PRODUCTION ASSISTANT**

Love Production (Paid)

*Season 4 of a pottery competition that airs on Channel 4*

- Talent running - talent included Siobhan Sweeney, Keith Brymer Jones, Rich Miller.
- Logging.
- Assisting the production team with the day-to-day unning of the production.

### **THE GREAT AUCTION SHOWDOWN | PRODUCTION ASSISTANT**

12-15th July 2022

STV Studios (Paid)

*A working title antiques TV show being made for release on Channel 5.*

- Looking after cast, crew, contributors, and talent throughout the shoot.
- Assisting with organising, transporting, and packing the antiques and set pieces.

### **SUMOTHERHOOD | FLOOR RUNNER**

22-23rd June 2022

Belstone Pictures (Paid)

*Pickup days for a feature film directed by and starring Adam Deacon*

- Liaising with the 1st & 3rd AD.
- Redirecting members of the public around the set.
- Ensuring talent made it to set during night shoots.
- Talent included Adam Deacon, Jazzie Zonzolo, and Ed Sheeran.

### **REGATTA | RUNNER**

7-12th June 2022

Northern Fix (Paid)

*A 5-day location shoot for the next Regatta catalogue and advertising campaign*

- Looking after the crew, models, and kit / loading & unloading kit.

### **STUDY YOGA | PRODUCTION ASSISTANT**

9th Apr-8th May 2022

Rob Finlay (Paid)

*An on-going yoga instructional project by Mira Citron*

- Maintaining the schedule and making changes where necessary
- Clapper loading and logging.
- Liaising with the talent to check the schedule, and call them to set.
- Maintaining communication between location owners and the production team.

### **JUDGEMENT CALL | PRODUCTION ASSISTANT**

8th September 2020

Peter Pedrero (Unpaid)

*An on-going short film project funded, produced, and directed by Peter Pedrero.*

- Looking after the cast and crew by providing drinks and food.
- Maintaining the set and looking after cast and crew in high heat.

### **JENNIS FITNESS APP | PRODUCTION ASSISTANT**

Several shoots:  
Apr, Mar, May,  
June & Oct 2019

Seven Publishing Group Ltd. (Paid)

*Video production for a fitness training app starring Jessica Ennis.*

- Moving the set into and out of storage.
- Set dressing and keeping the set clean throughout filming.
- Helping Jess keep time during each take.
- Looking after crew and contributors with food, drinks, and anything they may need.

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## QUALIFICATIONS

**CORONAVIRUS BASIC AWARENESS ON PRODUCTION TRAINING**  
ScreenSkills

March 2022

**INTRODUCTION TO MENTAL HEALTH AWARENESS AT WORK**  
ScreenSkills

March 2022

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## EDUCATION

**University of Leicester**  
Ancient History and Classical Archaeology  
*Part Time, Distance Learning, BA*

June 2021 - Present

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## WORK EXPERIENCE

**COPYWRITER**  
Lola Digital Media

Jan 2021 - Present

- Researching various subject matters in-depth.
- Understanding of SEO requirements and SEO software.
- Familiarity with Microsoft software.

**STORE MANAGER**  
Charles Clinkard

Mar 2018 - Feb 2020  
*Ended due to store closure*

- Money management, cash handling, banking.
- Scheduling, rota creation, task delegation.
- Organising distribution, deliveries, collections, and the eventual closure of the shop.

**CUSTOMER SERVICE**  
Emma Bridgewater

Feb 2017 - March 2018

- Answering phone calls and responding to customer complaints and/or general queries.
- Admin tasks such as franking mail, and organising hundreds of files into a new filing system.
- Volunteering to help with collectors' events at the main factory when staffing was low.

**ONLINE SHOP OWNER**  
Authenticity Cosplay - Etsy

March 2016 - Present

- Everything made to order providing experience with timekeeping and deadlines.
- Money management, customer service, artistic work.

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## THEATRE EXPERIENCE

**STAGE HAND / SET BUILDER / SET DECORATOR**  
Stoke Repertory Theatre (Unpaid)

Jan 2016 - March 2018

- Assisting with set-building get-ins and get-outs.
- Performing stage-hand duties during show nights including prop movement, set adjustments, and aiding the cast where necessary.
- Decorating sets once they have been put together.

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**REFERENCES AVAILABLE ON REQUEST**