

# FLORENCE MOORE

Bristol

## RUNNER

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### PROFILE

Organised and proactive runner with experience coordinating complex logistics for a 90-vehicle fleet. Strong with schedules, paperwork, and problem-solving under pressure. Adept at communicating across departments and keeping teams supported and informed. Eager to bring operational experience into production environments that champion creative storytelling.

### SKILLS

- Invoice and purchase order processing
  - Full clean UK driving licence
  - Flexible and hard-working
  - Proficient in Excel and fast at learning new systems
  - Highly organised
  - Strong verbal and written communicator
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### PRODUCTION EXPERIENCE

#### Runner (Work Experience), Hamlett Films

Daily - September 2024

- Assisted producer and crew with location setup and de-rig for documentary interviews.
- Followed call sheets and provided clear communication to departments.
- Welcomed and supported contributors to prepare them for interview.

#### Spex Foreman (Director/Producer) - Kalmar Nation, Sweden

December 2021 - June 2022

- Wrote, cast, directed and produced a sell-out student play.
  - Operated within budget and secured higher revenue than past productions.
  - Led rehearsals and communicated with cast members calmly and effectively.
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### RELEVANT EXPERIENCE

#### Fleet Coordinator - Wheeler's Ltd, Westbury

June 2025 - Ongoing

- Coordinated schedules and availability for 90+ vehicles and staff.
- Reviewed weekly driver inspection reports and followed up on any issues.
- Booked vehicles for MOTs and servicing, ensuring suitable replacements were available, which kept engineers onsite.
- Raised purchase orders and processed hundreds of invoices weekly with accuracy and speed.
- Resolved urgent transport issues calmly, communicating changes to multiple teams.
- Maintained confidential personnel data in line with GDPR requirements.

#### Administrative & Finance Assistant - Postscript, Frome

February 2024 - October 2024

- Supported a small team with invoice processing and placing and receiving stock orders.
- Assisted customers with a friendly demeanour, and carried out till transactions.

#### Mobilisation Coordinator - Ecology Marketing Ltd

August 2023 - December 2023

- Scheduled community events and venue bookings.
  - Arranged travel and accommodation for guest speakers.
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### EDUCATION

#### BA Liberal Arts and Natural Sciences - First Class

2019 - 2023

University of Birmingham

- Specialism in Film Studies

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