

# Rebecca Checkley

## Runner

## Contact

☎ 0747 355 3307

✉ Rebecca.Checkley@Gmail.com

📍 Hertfordshire

🚗 Full Clean UK Driving Licence

🛡 Enhanced DBS Checked

## About Me

A hardworking and enthusiastic career changer offering a range of transferable skills relevant to a Runner role. I have been working as locations runner and previously as an administrator.

I am a recent graduate of the Production Coordinator Bootcamp with All Spring Media and hold a Film and Media Degree.

Additionally I am a multi-disciplinary craft person with a range of arts skills.

## Skills

- Healthy and Safety
- Sustainability
- Inclusion and EDI
- Accounts and Invoicing
- Copyright and Clearances
- Child Licensing
- Production Paperwork
- Organisation and Prioritisation
- Project Management
- Customer service
- Supplier negotiation

## Industry Experience

**Production Assistant – Props** March 2026  
*Makinarium*

- Supporting the Operations Manager with production tasks

**Props Painter** March 2026  
*Makinarium*

- Painting 3D models for an upcoming TV series

**Costume Assistant** March 2026  
*Under Armour / Raps Management*

- Organising costumes for large sports brand event

**Locations Work Experience** Feb 2026 – Present  
*Hertfordshire Film Office*

- Location scouting for the Hertfordshire film office

**Location Marshal** Sept & Nov 2026  
*Harry Potter TV Series*

- Supported the location team on multiple sets based in Hertfordshire

## Work Experience

**HR Administrator** Sept – Oct 2025  
*POWhER*

HR and Recruitment Administration.

**People Administrator** 2023 – 2025  
*Great Ormond Street Hospital Children's Charity*

Provided HR administration for HR specialists and Business Partners with project and lifecycle administration.

**Operations and Facilities Officer** 2021– 2023  
*Galop*

Coordinated HR, IT and Facilities services for leading LGBTQIA anti-abuse charity.

**E-Commerce Executive** 2018– 2021  
*St Clare Hospice*

Managed e-commerce retail department for palliative care charity.

**Website Administrator** 2016– 2018  
*Self Employed*

Contract management, web coordination and merchandising.

**Retail Manager** 2011– 2016  
*Sue Ryder*

Managed a high-turnover super store, and area logistics

**Florist** 2000 – Ongoing  
*Freelance*

Creating floral arrangements for various events

## Software

- Microsoft office suite
- Adobe suite Including Premier Pro
- HR and recruitment applications
- Social media and web platforms
- Financial management platforms

## Languages

- English (Fluent)
- Deaf/Blind Sign Language

## Education

**Child Licencing and Safeguarding Certificate** 2026  
*City & Guilds*

**Production Coordinator Boorcamp, Pass** 2026  
*All Spring Media*

**Film and Media Studies BA Hons, First** 2008  
*Southampton University*

**Foundation Arts Diploma** 2003  
*University of Hertfordshire*

### References On Request

**GDPR Statement: This CV may be kept on file and distributed for employment purposes.**