



# Talia Hayley Myers

## CONTACT

-  Manchester WA15
-  07793531331
-  taliamyers@hotmail.com

## SKILLS

- Thorough and good attention to detail
- Ability to work well with others
- Confident working solo
- Basic knowledge of Microsoft Word, PowerPoint, Excel
- Knowledge of Box, Setkeeper, Team Engine, MoneyPenny, Scenechronize, DPO, EzyPO, DropBox, Google Drive, Teams, & POP
- Flexible and open to change
- Excellent verbal communication skills
- Active listening skills
- Ability to accept criticism and work well under pressure

## ADDITIONAL INFORMATION

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

ScreenSkills HETV Trainee 2020-2021.

DBS checked.

Full drivers license.

ScreenSkills certificate for 'Coronavirus basic awareness on production training'.

ScreenSkills certificate for 'Tackling harassment and bullying at work'.

## PROFESSIONAL SUMMARY

Dedicated team member highly efficient undertaking various duties and responsibilities. Ability to multi task with excellent organisation. Motivated to achieve outstanding success through prompt communication and a helpful approach.

## WORK HISTORY

**Assistant to Producers** 06/2025 - current

### Wall to Wall

Editorial and Producers Assistant on BBC 'Waterloo Road' Series 18, 19 & 20.

**Post Production Assistant** 03/2025 - 05/2025

### Wall to Wall

Part time Post Production Assistant for BBC 'Waterloo Road'. Assisting with the wrap of series 17, including Silvermouse paperwork and pre prep for upcoming series.

**Production Assistant** 07/2023 - 03/2025

### Wall to Wall - Manchester

Production Assistant for BBC 'Waterloo Road' Series 14-17.

**Post Production Assistant** 05/2023 - 06/2023

### Wall To Wall - Manchester

Post Production Assistant for BBC 'Waterloo Road' series 11-13. Assisting with interview meet and greets, taking notes during zoom interviews, and helping with post production admin.

**Production Assistant** 03/2023 - 04/2023

### World Productions - Manchester

Production Assistant on 'Boiling Point' series 1, for the final 5 weeks.

**Production Assistant** 09/2022 - 11/2022

### Wall To Wall - Manchester

Production Assistant on 'Waterloo Road' Series 12. Working closely with the PC assisting with pulling sides, printing and distributing call sheets, scripts, amends, and schedules. Keeping cast/crew lists and trackers and suppliers lists up to date. Booking couriers, ordering water and stationery, and raising PO's.

**Production Secretary** 06/2022 - 09/2022

### World Productions - Leeds

Production Secretary on ITV series 'Malpractice'. Main roles included expenses and recons, raising POs, organising crew contracts, suppliers list, and trackers.

**Production Secretary** 03/2022 - 06/2022

### In Camera Films Ltd - Manchester

Production Assistant, stepped up to Secretary, on a BFI feature film called 'In Camera', directed by first timer Director Naqqash Khalid. Working closely with the Production Coordinator reconciling expenses, raising PO's, helping with CANs, Equity Contracts, cast lists and crew trackers.

**ScreenSkills Production Trainee** 01/2022 - 03/2022

ScreenSkills certificate for 'Addressing unconscious bias: basic awareness in the workplace'.

ScreenSkills certificate for 'Introduction to mental health awareness at work'.

ScreenSkills certificate for 'Safeguarding for all: basic awareness for the screen industries'.

Screenskills certificate for 'Diversity, equity and inclusion for the screen industries'.

**Birchanger Ltd - Wakefield**

ScreenSkills Production Trainee on a BFI feature film called 'Birchanger Green', AKA 'Sky Peals' directed by first timer Director Moin Hussain. Working closely with the Production Co-ordinator, assisting with Child Licences, Clearances, Contracts and Expenses, amongst other Production Assistant duties.

**Production Assistant & Rushes Runner** 04/2021 - 10/2021

**House Sherwood Ltd - Altrincham**

Production Assistant and Rushes Runner for block 1 and Production Assistant for block 2 for BBC 'Sherwood', filming on locations around Greater Manchester. Working along side the Production Secretary and Coordinators.

**Runner** 03/2021 - 03/2021

**CPL Productions - Manchester**

Runner for the Channel 4 comedy quiz show 'Quizness' casting days in Manchester.

**Registration Runner** 02/2020 - 02/2020

**Boundless Productions - Manchester**

Registration Runner at 'The Apprentice' auditions. Responsible for registering all the applicants. This included making sure they had all the correct and necessary paper work and documents completed and in order.

**Stand in** 08/2019 - 08/2019

**Gobstopper TV - Mancheser**

Stand In on 'Plastic Surgery: Undressed'.

**Location Runner** 08/2019 - 08/2019

**Amazing Productions - Glossop**

Location Runner for 'George Clarke's Old House New Home'. My main responsibility was to pick up and look after George, as well as doing the lunch run, and assuring the crew had everything they needed.

**Production Assistant** 05/2019 - 06/2019

**ABF Pictures Ltd - Manchester**

Production Assistant for 'My Lotto 24' TVC. My main role was scheduling the auditions, which included a lot of back and forth communication with the agencies and auditionees.

**Talent Runner** 05/2019 - 05/2019

**Hitchhiker TV - Manchester**

Talent Runner for the pilot of 'Knock Knock'. My main responsibility was to greet, guide and look after the talent.

**Event Runner** 02/2019 - 02/2019

**Boundless Productions - Manchester**

Event Runner at 'The Apprentice' auditions. My role was to accompany the applicants from one stage to another of the audition process. This also included liaising with the Producers who were conducting the interviews.

**Production Runner** 10/2018 - 11/2018

**Label 1 TV Ltd - Liverpool**

Production Runner for BBC2 'Hospital'. I spent the majority of time in the production office doing admin work, assisting the production secretary and coordinator, with receipts and budgets. Other duties included driving the crew and kit, to and from the production office and the 6 hospitals we were filming at.

**Production Assistant** 09/2018 - 09/2018

**Aesthetic Creative** - Clitheroe

Production Assistant on a 'Jacamo' Christmas TVC. I spent the majority of time assisting the art department with costumes. Aside from that, I did general runner duties such as maintaining the tea table and making sure the crew and models had everything they needed.

**Event Runner**

01/2018 - 01/2018

**BBC** - Blackburn

Event Runner for BBC1 'Flog It'. My role was to package the antiques, and log them. Towards the end of the day, I assisted with ushering the public.

**Production Assistant**

09/2017 - 10/2017

**Jigsaw Productions NY** - Rochdale

Production Assistant for an ESPN documentary 'Enhance'. I had to pick up the crew from the airport as they had flown in from NYC. My responsibilities included general runner duties such as driving, maintaining the tea table, getting the food orders, and making sure the crew had everything they needed.

**Runner**

07/2017 - 07/2017

**The Costume Department** - Manchester

Runner for a 'Coronation Street' special episode costume fitting. I assisted in the warehouse with seeking out certain costumes. I also had to welcome the cast members and show them to the waiting room, where I had to maintain the tea area.

**Street Casting**

07/2017 - 07/2017

**Fremantle** - Manchester

Street casting for BBC2 'Love in the Countryside'. I walked the streets of Manchester city centre scoping out potential applicants. I would approach public members who seemed suitable and explain what I was doing and whether they would be interested. If they were, I would take their contact details.

**Floor Runner & Production Office Runner**

12/2013 - 12/2013

**Kudos Ltd** - Leeds

Floor Runner and Production Office Runner for Channel 4 'Utopia'. As a Floor Runner, I had typical Runner duties such as maintaining the tea table, looking after the cast and crew, and assuring everyone was always okay. As a Production Office Runner, I assisted the Producer with admin work.

**Floor Runner & Location Assistant**

05/2012 - 05/2012

**Moli Mischief Ltd** - Leeds

I started as a Location Assistant for a British Independent film 'The Rise'. I had to make sure the public kept out the way during filming. After a week I was kept on as a Floor Runner where my main responsibility was to look after the cast.

---

**EDUCATION****Bachelor of Arts:** Film & Moving Image Production, 06/2014**Leeds Metropolitan, The Northern Film School** - Leeds**Foundation Degree in Arts:** Film & Television Production, 06/2013**Leeds Metropolitan, The Northern Film School** - Leeds