

# Ruby Stanley | Production Assistant

+44 (0) 7795 415 023 · rubystanley11@gmail.com  
Based: Manchester/ London · Full UK Driving License

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## PROFILE

I am a self-motivated and reliable individual looking for Production Assistant roles. I am able to work well both in a team environment as well as using my own initiative, working well under pressure and adhering to strict deadlines.

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## INDUSTRY EXPERIENCE

**Production Runner** **May 2025 - September 2025**  
**Betrayal, ITV & Mammoth Screen**

Working as a Production Runner on and ITV espionage drama filming in and around the Liverpool area.

**Runner (Dailies)** **November 2024**  
**CBBC's Blue Peter**

Working as a runner on pre recorded episodes of Blue Peter and the Live Blue Peter x Children in Need special.

**Production Management Intern** **June 2023 - July 2024**  
**The Walt Disney Company**

Working as an intern for the UK Scripted Production Management team. Some of my main roles included keeping track of paperwork sent by 3rd party production companies, arranging / setting up meetings, and taking minutes. At the end of the year I spent 4 weeks working as PA cover for the SVP and the Director of Disney+ Original Productions. Some shows I worked across included Rivals, A Thousand Blows, Extraordinary, Renegade Nell, The Stolen Girl, and Suspect: The Shooting of Jean Charles De Menezes

**Location Marshall** **October 2023**  
**Suspect: The Shooting of Jean Charles De Menezes, Disney+ Original Production**

Working as a marshall in/around central London with main locations being tube stations. My main duties included: helping make sure everything was prepared for the shoot day, locking off street corners, and helping pack up at the end of the day.

**Work Experience** **April 2023**  
**Hollyoaks**

Shadowing the Locations Assistant during a Hollyoaks location shoot. General duties included: showing supporting cast locations they needed to be, helping keep the location clean and tidy and placing directional signs where needed.

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## EDUCATION

**Bachelor of Arts / Television (with Placement Year)** **2021 - 2025**  
**Edge Hill University, Ormskirk, Lancashire**

Graduate with a First Class Honours in July 2025.

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### SKILLS

- Diary Management
- Organisation
- Time Management
- Reliability
- Communication
- Decision Making
- Resilience

### ADDITIONAL QUALIFICATIONS

- BAFTA Albert Graduate
- Liverpool Locations - Locations Assistant Extensive Training Course
- Screen Skills - Coronavirus basic awareness on production training
- Screen Skills - Tackling harassment and bullying at work
- Screen Skills - Addressing unconscious bias: basic awareness in the workplace
- Screen Skills - Introduction to mental health awareness at work
- Bronze & Gold Duke of Edinburgh