

# BETH GARRATT

## RUNNER

EMAIL : bethgarratt1307@gmail.com | MOBILE : 07532207415 | LOCATION : North West Based/ As Req.  
FULL CLEAN UK DRIVING LICENCE (OVER 25)

### RELEVANT / RECENT EXPERIENCE

#### Production Office Runner | BODIES

Netflix / Moonage Pictures (February – October 2022)

- Filling out expense forms & POs
- Managing / Ordering of consumables for technical departments
- Managing production logs
- Pulling sides & making distribution lists
- Collecting rushes & communicating with editing team
- Looking after the production team with lunches, teas & coffees
- Daily floor running

### OTHER CAREER HISTORY

#### Assistant Manager | DEPOT NOTTINGHAM (2018 - 2022)

- Managing staff, rotas, stock, banking & petty cash
- Managing of social media posts & videos for the centre
- Customer service skills, face to face, on the phone or Gmail

#### Duty Manager / Receptionist | NOTTINGHAM CLIMBING CENTRE (2012 - 2018)

- Ordering products
- Being able to problem solve in a highly stressed environment dealing with first aid
- Barista and Food Hygiene Training

#### Secretary for Climbing and Mountaineering Society | NOTTINGHAM TRENT UNIVERSITY (2017)

- Organising Competitions & Training for the Climbing & Mountaineering Society
- Managing Transport between locations

### SOFTWARE SKILLS

- Production Centre
- DocuSign
- Microsoft Office Suite
- Davinci Resolve

### SCREENSKILLS TRAINING

- Introduction to Working in the Screen Industries
- Introduction to Mental Health Awareness at Work
- Tackling Harassment & Bullying at Work
- Addressing Unconscious Bias

### HEALTH & SAFETY TRAINING

- First Option Risk Safety Training (March 2022)
- First Aid Trained (2020)
- Fire Safety Trained (2022)

### EDUCATION

NOTTINGHAM TRENT UNIVERSITY (2014 – 2017)  
2.1 BSc Psychology  
Sports Scholarship Student

### REFERENCES AVAILABLE ON REQUEST

GDPR : This CV can be kept on file & distributed for employment purposes only