

# Lauren Parker - Production Assistant

07516 948 614 | [laurenparkermmedia@gmail.com](mailto:laurenparkermmedia@gmail.com)

Bases in Surrey, West Sussex, Kent, Portsmouth, Plymouth & Cornwall

## Key Skills

- Full clean UK driver's licence (under 25)
- Production Health & Safety (BECTU CRISP, April 2023)
- Sustainability in Editorial & Production (Albert, 2023)
- Digital Paper Flow
- Entertainment Partners
- Box
- DocuSign
- Albert
- Microsoft Office (inc. Excel)
- Diary management
- Setting up crew to work
- Organising production paperwork
- Managing shooting schedules

## Production Experience

DATE	TITLE	ROLE	SUPERVISOR	COMPANY
OCT 2023 - PRESENT	<b>Permanent Role</b> Gangs of London S3 The Day of the Jackal	Editorial & Production Assistant	Thomas Dixon - Production Executive	Sky Studios
MAY 2023	My Mum, Your Dad S1	Floor Runner (Dailies)	Rhianna Crooks - Production Coordinator	ITV Lifted Entertainment
MAY 2023	Celebrity Catchphrase S10	Trainee Production Runner (Dailies)	Clare O'Byrne - Senior Production Coordinator	STV
MAY 2023	"SIX" The Musical EPK	Production Assistant	Jonny Magowan - Founder	Trick of the Light Media

## Employment

### Digital Marketer | Roma Black & TRIBE | May 2022 - Sep 2023

Independently managed the digital marketing of Roma Black, TRIBE and the founder's personal brand. Developed transferable skills of communication and time-management.

### Communications Coordinator | VIVID Homes | Aug 2020 - Aug 2021

Supported the day-to-day operations of a fast-paced communications team with administrative work, such as processing invoices, creating reports and updating Content Management Systems.

## Education

### Film Production BA (hons) - First Class Honours

University of Portsmouth | 2018 - 2022

## Achievements

- Awarded the Neck of the Woods "Young Filmmakers Fund" of £1000 to write and produce a short film called *Hold Her Hand*, celebrating the strength of women supporting women (May - Aug 2022)
- Member of the ITV Lifted Entertainment Talent Pool (Jan - Dec 2023)
- Mentee in the I LIKE NETWORKING Group Mentoring Scheme (Nov 2022 - Jan 2023)

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

**References available on request**