



SCOTT MURLEY

CONTACT

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EDUCATION

MIDDLESEX UNIVERSITY
2014 - 2015

- BA (Hons) in Digital Filmmaking: Upper Second Class (2.1)

STRATFORD UPON AVON COLLEGE
2011 - 2013

- BTEC Level 5 in Creative Media Production: Distinction

SKILLS AND TRAINING

- Production management
- Studio and location management
- Live broadcasting and events
- Photography
- Client relations and customer service
- Software Applications and Packages including Adobe Creative Suite & Microsoft Office

PROFILE

A highly motivated and hardworking individual with over 10 years of experience in film & TV production, project management, and hospitality. An excellent communicator and team player, working effectively under pressure, with proven ability to deliver projects to tight deadlines.

RECENT EMPLOYMENT

Studio Production Executive

Sainsburys | Oct 2023 - Present (Full-time)

- Supporting the studio production team based in Milton Keynes
- Managing small and large projects for Sainsburys, Argos and Habitat
- Receiving project briefs and allocating resources for both studio and location shoots
- Ensuring projects are delivered on time and within budget
- Sourcing locations and studio spaces for shoots
- Liaising with various teams and crew members including: account managers, campaign executives, set designers, set builders, art directors and floor runners.
- Organising accommodation, budgets, studio spaces, locations, props and product samples
- Reconciling expenses and managing floats
- Conducting and presenting research findings.

Customer Fulfilment Officer

Argos | Oct 2022 - Sept 2023 (Full-time)

- Driving large luton vans long and short distances during the day and evening
- Delivering small and large parcels, including fragile and heavy products, during busy periods (including Christmas and Easter holidays)
- Meeting daily targets
- Interacting with customers daily
- Tracking orders and handling refunds
- Maintaining health & safety, security and emergency procedures.

QUALIFICATIONS AND ACHIEVEMENTS

- Introduction to Counselling - Level 2 (Pass) - Warwick University, 2022
- 3 A Levels: English Language, History, Film Studies (Grades C-E) - 2011
- Duke of Edinburgh Silver Award, 2011
- 7 GCSE's including English and Mathematics (Grades B-C) - 2009

PREVIOUS EXPERIENCE

- **Location Assistant & Scout** - Deapfake Neighbour Wars - Tiger Aspect | Jun 2022 - Jul 2022 (Contract)
- **Junior Producer** - Graft | Oct 2021 - Feb 2022 (Full-time)
- **Location Assistant & Scout** - 'Shakespeare and Hathaway: Series 4', BBC Studios | Aug 2021 - Oct 2021 (Contract)
- **Location Assistant** - 'Sister Boniface: Series 1, BBC Studios | Jul 2022 - Aug 2022 (Contract)
- **Production Assistant** - 'There's Always Hope', Eagle Film Productions | Nov 2020 - Dec 2020 (Contract)
- **West Midlands Location Scout** - Film Birmingham | Aug 2020 - Oct 2020 (Contract)
- **Production Assistant** - 'Love your Home and Garden', Spun Gold TV | Jul 2020 (Contract)
- **Bar & Waiting Staff** - The Crabmill | Feb 2020 - Jul 2020 (Full-time)
- **Production Runner** - 'F1: Drive to Survive', We are Social | Feb 2020 (Contract)
- **Production Assistant** - 'The Station: Trouble on the Tracks', Films of Record | Nov 2019 - Dec 2019 (Contract)
- **Location Assistant** - First Look TV | Sept 2019 - Oct 2019 (Contract)
- **Location Assistant:** 'George Clarke's Old House, New Home', Amazing Productions | Aug 2019 (Contract)
- **Front of House Assistant** - Bannatyne Wildmoor | Nov 2018 - Feb 2019 (Full-time)
- **Location Assistant** - 'Great British Menu', Optoman | Sept 2018 (Contract)
- **Production Runner** - 'BBC's Biggest Weekend Festival, Coventry', BBC Digital | May 2018 (Contract)
- **Location Assistant** - 'Extreme Cake Makers', Boomerang Productions | Feb 2018 - Oct 2018 (Contract)
- **Location Runner** - 'Jaguar', Lighting Enterprises | Feb 2018 (Contract)
- **Studio Assistant** - JJ Media Group | Nov 2017 - Jan 2018 (Temporary)
- **Production Assistant** - Engage Digital Partners | Sept 2017 (Contract)
- **Location Assistant** - 'Inside the Ambulance', Brown Bob Productions | May 2017 - Aug 2017 (Contract)
- **Office Runner** - Disney | March 2017 (Work Experience)
- **Office Assistant** - One Tribe TV | Jan 2017 (Work Experience)
- **Social & Event Photographer** - Touch FM Radio | Nov 2016 - Apr 2017 (Freelance)
- **Production Runner** - Figment Productions | Oct 2016 - Dec 2016 (Freelance)
- **Retail Assistant** - Argos | June 2016 - Apr 2017 (Part-time)
- **Studio Floor Manager** - QVC | April 2016 - May 2016 (Freelance)
- **Studio Floor Manager** - Jewellery Maker | Nov 2013 - Jul 2014 (Full-time)
- **Retail Assistant** - Stratford Garden Centre | Oct 2010 - Nov 2013 (Part-time)

ADDITIONAL INFORMATION

- Driving Licence: Category B, full and clean (UK)
- Covid-19 Training: Coronavirus Basic Awareness on Production Certificate (2020)
- References: Available upon request