

FAY RIPPON

07964285967

fay.rippon@gmail.com

Based in Bristol
Other Bases in Norwich, Manchester, London
Full Clean UK Driver's License and Own Car



ALBERT
Grad

SKILLS

Customer Service
Excellent Communication
Leadership Experience
Microsoft Office and Google Apps
Movie Magic Scheduling
Time Management and Organisation
Premiere Pro and Davinci Resolve
MRM Gladstone Systems
Competent with a Sony A7S ii (owned)
Confident with Phone Communication
and Social Media

EDUCATION

1ST CLASS DEGREE FILMMAKING BA (HONS)

UWE BRISTOL
2021-2024
1st Class Degree with Honours

A-LEVELS AND GCSES

CITY OF NORWICH SCHOOL
2012-2020

TRAINING & CERTIFICATIONS

ScreenSkills Coronavirus Basic
Awareness on Production Training
ScreenSkills Tackling Harassment and Bullying at Work Training
SSI Open Water and Advanced Diving Certifications
Dean's List Student
Albert Accredited

EMPLOYMENT

EVENT FRONT OF HOUSE

WAKE THE TIGER (NOV 2025 - PRESENT)

CSA / RECEPTIONIST

UEA SPORTSPARK (OCT 2019 - SEPT 2025)

VOLUNTEER YOUNG LEADER

RAINBOWS (2015-2017)

REFERENCES

John Podpadec

UWE Senior Lecturer

Chris Lynch

Previous UEA Sportspark Manager

[Available On Request](#)

PROFILE

I am a highly motivated and adaptable First-Class Filmmaking graduate with a strong focus on Producing and Production Management. My goal is to build a career within the production department, ultimately progressing towards roles such as Production Executive or Series Producer. Alongside my academic training, I have gained hands-on experience through a range of paid and unpaid opportunities in the creative industries, as well as six years as a Receptionist, where I developed excellent organisational, administrative, and customer service skills. These experiences have sharpened my communication, coordination, and problem-solving abilities, and reinforced my adaptability in fast-paced environments. With a proactive and collaborative mindset, I am eager to contribute to production teams, supporting projects with enthusiasm, precision, and a long-term commitment to growth within the industry.

RELEVANT WORK

LOCATIONS MARSHALL DAILY (PAID)

ITV VENTURER LTD (RIVALS) OCT - DEC 2025 (freelance)

- Worked alongside the Locations Team during prep for shoot, and on shoot days on location. Communicated between departments and location owners, prepped house for shoot including setting up crew and cast spaces and setting up necessary protection for the location
- Providing necessary kit and tools for crew during shoot, including unit lights, E-Z ups, bins, ground guards and floor mats, table/chairs, etc.
- Helped set up location at the start of the day and reset/pack down completely at wrap

OPERATIONS TRAINEE (PAID)

PLIMSOLL PRODUCTIONS SEPT - NOV 2025 (freelance)

- Office Runner Responsibilities: cleaning and tidying communal areas, keeping the office and kitchen stocked, assisting in comms around the building, organising meeting rooms, day to day operations assistance
- Receptionist Cover: answering and transferring calls, email comms to colleagues, greeting employees and visitors, general admin assistance and organisation

DAY RUNNER (PAID)

RTS WEST OF ENGLAND AWARDS APR 2024

- Event Set Up and Prep: Preparing the cloak room, decorating the event space, audience fill in and stage blocking
- Live Event Assistance: On-hand assistance for festival attendees (answering queries and guiding them through venue), guiding award winners through building and to photography area, cloak room management, end of event clean up

OFFICE RUNNER & STUDIO RUNNER

DRUMMER TELEVISION OCT 2023

- Office Runner: Performing background checks on cast/contributors, sourcing costume, documenting production costs for budget, printing and organising production documents, assisting production with shoot logistics, keeping communal space clean and tidy
- Studio Runner: Getting refreshments for cast and crew, getting stock and supplies from shops, guiding cast and crew to relevant areas on set, helping with comms between cast and crew, general organisation of studio areas

SHADOW EXPERIENCE

1920VFX BRISTOL, DOG HOUSE POST PRODUCTION, FILMS@59 2023 - 2024

DAY RUNNER

BBC RIP OFF BRITAIN MARCH 2023

- Studio Runner Responsibilities: cleaning and tidying communal areas, keeping the kitchen stocked, assisting in comms around HQ, getting refreshments and meals for cast, running cast between filming locations and accommodations

STUDENT PROJECTS 2021 - 2024



PRODUCER 'BONNET' SHORT DOC

PRODUCER & IC 'DUST' SHORT NARRATIVE

2ND ASSISTANT DIRECTOR 'PEACE PROCESS' SHORT DRAMA

CO-PRODUCER 'SENTENCED BY SALT' KODAK COMMERCIAL

PRODUCTION MANAGER 'OVER THE LIMIT' KODAK COMMERCIAL

PRODUCER 'WILD VISION' MICRO-SHORT DOC

WRITER, DOP, COLOURIST & CO-PRODUCER 'FOR THE LAND' SHORT NARRATIVE

EDITOR & COLOURIST 'FORGET ME NOT' SHORT DOC

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INSTAGRAM: @faysfilming