

# Violet Brew

## Production Office Trainee

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📍 Birmingham, Willing to Relocate,

### About:

Trained in high-end production processes, with a sharp focus on safe, confidential, sustainable and accessible practices. I'm always looking to find the "useful" logistical and organisational jobs behind the scenes of film & television.

### Experience:

**Sylvester: *Who's the Real McCoy?*** | Feature Documentary | Film Stories, WhyNow | Production Assistant | June 23 - Dailies

- Assisted logistics, production paperwork and provided ad-hoc support to production crew and high profile cast.

**Sweetness, Sweetness** | Music Video | Burning Closets Films | Producer | Feb 26-Mar.26

**Limbo** | Short Film | Bournemouth Film School | Producer | April 24-July 25

**Your Life Sucks, Here's Why!** | Short Film | Bournemouth Film School | 1st AD | Oct. 24- April 25

**Brook Club** | Commercial | Bournemouth Film School for Nahemi//KODAK | Producer | Sept-Dec. 24

**Bon Appetit** | Commercial | Bournemouth Film School for Nahemi//KODAK | 1st AD | Sept-Dec. 24

**Clara** | Short Film | Burning Closets Films | Producer | Oct 23-July 24

**There's No Place Like Home** | Short Film | Bournemouth Film School | Producer | Oct. 23-May 24

**The Last Laugh** | Short Film | Bournemouth Film School | 1st AD | Dec. 23-Apr. 24

**Requiem** | Short Film | Bournemouth Film School | 2nd AD | Jan.-Mar. 24

**Lily of The Valley** | Short Film | Bournemouth Film School | Production Coordinator | Jan-Mar. 24

**Closure** | Short Film | Independent | 1st AD | Jan. 24

**Portrait** | Short Film | Independent | Producer | Jan.-July 23

### Certifications:

**Qualsafe Level 3 Award in Emergency First Aid at Work (RQF) With Management of Catastrophic Bleeding.** 31st Jan. 2025

**The Mark Milsome Foundation - Film and TV Online Safety Passport Course.** 26th Mar. 2026

**Screenskills Online Training** - Mar. 2026:

- *Addressing unconscious bias: basic awareness in the workplace*
- *Tackling harassment and bullying at work*
- *Introduction to mental health awareness at work*
- *Safeguarding for all: basic awareness for the screen industries*
- *Diversity, equity and inclusion for the screen industries*
- *Introduction to disability, access and inclusion*
- *Introduction to sustainability for the screen industries*
- *High-end TV scripted production paperwork*
- *Introduction to financial compliance in the screen industries*

### Screenskills Trainee Finder:

Production Office Trainee

Apr. 2026 - Mar. 2027

### Technical Skills:

- Confident in Microsoft Office & Google Suites.
- Confident in SceneChronise.
- Strong Computer Knowledge.
- Transport & Accommodation Booking
- Budget & Expenses Management/Tracking.
- Scheduling/DooDS/Fat Schedules/Call Sheets.
- BAFTA ALBERT Environmental Breakdowns/Tracking.
- Risk Assessments & Safety Management.

### Soft Skills:

- Communication.
- Teamwork.
- Organisation.
- Problem Solving
- Time Management.
- Strong Interpersonal Skills.

### Education:

**Arts University Bournemouth | Bournemouth Film School:**

BA Hons: Film Production (Producing) - 2:1

Sept. 2022-July 2025

**King Edward VI College, Stourbridge:**

A-Level Film Studies: A

A-Level Mathematics: A

A-Level Drama and Theatre Studies: A\*

Sept. 2020-July 2022

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