

HOLLY PATON – PRODUCTION RUNNER

(Farnham, South East England, London, Glasgow, Edinburgh) | **Mob:** 07460 183 924 | **Email:** holly.jane.paton@gmail.com

LinkedIn: www.linkedin.com/in/holly-jane | **Available immediately**

SUMMARY

A warm, highly organised new entrant looking for my first role. I am particularly interested in working as a Production Runner as I would like to be a part of helping departments work together but am eager to help where I am needed. Completed ScreenSkills HETV First Break back in 2021, have kept up to date with TV related training courses and bring transferable communication and problem-solving skills from other industries. An empathetic communicator good at multitasking and putting people at ease.

INDUSTRY EXPERIENCE

ScreenSkills: HETV First Break | July- August 2021 | Hartswood Films- Inside Man

Three week work experience- week one in Production Office, last two in Art Department. Conducted research, organised financial paperwork, updated headshots, checked the shooting schedule, made drinks, made props, restocked kitchen, helped with set dressing. I most enjoyed meeting everyone and learning about how a production is organised and how departments work together.

TRANSFERABLE EXPERIENCE

Career Break | December 2022- August 2025

A health-related career break to work through the loss of my mum and learn to manage and adapt to a connective tissue disorder; Grew personally and professionally, improving my active listening and communication skills, language skills and creative aptitude.

Head Receptionist | October- December 2022 | Astor Kensington Hostel // London, U.K.

Sole person on desk during evening shifts and 12-hour weekend shifts. Handled check-ins and check-outs, fulfilled guest requests, resolved problems, sold merchandise, coordinated cleaning staff, responded to phone, email, and face-to-face queries, and addressed reviews on various websites. Assisted with housekeeping and receptionist training, kept track of cash floats, did cash-ups and maintained a clean, tidy workspace.

Receptionist | August- October 2022 | Astor Kensington Hostel // London, U.K.

Worked as a Receptionist in the evenings for 12 hours a week, sometimes covering for colleagues on Night Shift and Breakfast Shift; Trained in Housekeeping, so occasionally assisted with cleaning and maintenance.

Social Media Manager and Video Editor | February- September 2022 | Make the Cut // Mytchett, U.K.

Ran my own sole-trader marketing company, offering Social Media management, content creation, video editing (including colour grading), graphic design and copywriting services to several clients- estate agents who wanted my help after my contract with Keller Williams Plus ended.

Social Media Content Creator | August 2021- February 2022 | Keller Williams Plus // Essex, U.K. (WFH)

A 6-month contract where I created Facebook and Instagram content for individual agents and was trusted with their main Instagram account after just 2 months. Helped company exceed initial targets. Provided digital marketing guidance to agents, helping them use company software and grow their businesses. Created and scheduled email campaigns.

KEY SKILLS & TRAINING

Communication & Outreach: Excellent communication skills (written and verbal), empathy, active listening, customer service, attention to detail, marketing (copywriting and design), international experience, CRM experience

Technical: Microsoft 365 (Word, Excel, PowerPoint, Outlook), Google Workspace, basic understanding of SetKeeper...

Soft Skills: Approachable, problem solving, positive can-do attitude, creative, highly organised and responsible, time management, multitasking and prioritisation, proactive team-player, adaptable, growth mindset

Languages: British native, bilingual French English, intermediate Scots Gaelic, elementary Dutch, learning BSL...

ScreenSkills Training Passport | ScreenSkills | Issued 09/25, expires 03/26

Safeguarding for all: basic awareness for the screen industries | ScreenSkills | Issued 09/25, expires 09/26

Tackling harassment and bullying at work | ScreenSkills | Issued 03/25, expires 03/26

Introduction to mental health awareness at work | ScreenSkills | Issued 11/23

Sustainable Production training | Albert | Issued 04/22

Green Steward and Sustainable Production training | GreenShoot | Issued 07/21

EDUCATION

MA in Linguistics and Literary Studies- Vrije Universiteit Brussel: Brussels, Belgium | Graduated with distinction 2020

BA w/ honours in French Studies- University of London Institute in Paris: Paris, France | Graduated with a 2:1: 2019

GDPR- This CV may be kept on file and distributed for employment purposes. References available on request.