

# OLIVIA DEMETRIOU

odemetriou2002@outlook.com | 07957946731 | Hertfordshire (Easy access to London)

## SUMMARY

I'm a Production Assistant with experience across film, TV, music, and studio work. I've supported shoots on location and in studios, setting up and operating cameras, handling sound, and ensuring productions run smoothly. Alongside this, I've composed and produced original music for films, managed recording sessions, and recently stepped into production management on music videos. Confident with Logic Pro, organised under pressure, and adaptable, I'm comfortable taking on both creative and admin responsibilities to support a team.

## KEY SKILLS

- On-Set Assistance – Film/TV production support, set prep, and logistics
- Camera Operation – Sony FX3, tripods, lenses, batteries, and SD cards
- Sound & Audio – Recording, boom mic, phantom power, mixing in Logic Pro
- Lighting Support – Setup, adjustments, and remote control (iPad)
- Studio Operations – Experience in recording studios and film sets, technical equipment
- Prop & Set Preparation – Sourcing, prepping, and maintaining props/costumes
- Organisation & Admin – Scheduling, bookings, equipment logs, refreshments, paperwork
- Editing & Content – Adobe Premiere Pro basics, TikTok/Instagram content, photography
- Problem-Solving & Adaptability – Calm and resourceful under pressure
- Team Collaboration – Effective with directors, producers, talent, and crew

## PRODUCTION EXPERIENCE

### Production Assistant & Composer | Red Creative Film | Oct 2023 – Present

- Operated cameras and supported with audio, lighting, and studio preparation.
- Composed and produced original scores for films, delivering under tight deadlines.
- Supervised recording sessions, sound mixing, and post-production.
- Managed on-set logistics and team coordination to keep productions on schedule.
- Collaborated with directors and producers to enhance sound design and overall production value.
- Currently stepping into Production Manager & Photographer roles on two music video shoots, overseeing schedules, logistics, and visual documentation.

### Production Runner | Studio B | Jan 2025

- Assisted with studio and on-location shoots, handling set preparation, props, and costume treatment.
- Transported and set up equipment for sound, camera, and lighting.
- Operated boom mic and adjusted audio setups as directed by sound engineers.
- Managed lighting adjustments remotely via iPad, following director cues.
- Called suppliers to source props and costumes, and picked them up when required.
- Completed general runner duties including refreshments, lunch orders, and workspace organisation.
- Supported last-minute supply runs and on-set logistics to maintain smooth shoot operations.

### Independent Projects | Ongoing

- Released original music on Spotify, produced and mixed in Logic Pro.
- Currently building a diverse portfolio across music and film projects.
- Created TikTok/Instagram content aligned with trends and industry standards.
- Built knowledge of podcast studio setup and equipment through independent research.

### Industry Insight Team Day | Sky Sports | Sept 2025

- Took part in a team building and industry day, gaining insight into production workflows at a leading broadcaster.

## **CUSTOMER SERVICE & ADMIN ROLES**

### **Shop Assistant | Hertfordshire Display | Jun 2023 – Present**

- Maintained tidy, guest-ready environment and supported daily admin tasks.

### **Receptionist | Legends Tennis Centre | Sept 2022 – Jul 2023**

- Managed bookings, payments, and client schedules.

### **Showroom Sales Assistant | B&Q; | Mar 2021 – Sept 2022**

- Advised customers, managed stock, and handled sales admin.

## **EDUCATION**

University of Hertfordshire | Music Composition & Technology for Film & Games | 2023 | Upper Second Class

Hertford Regional College | Higher Education Music | 2022 | Merit