

Tom Hermawan – Production Trainee

📍 Manchester based | 📞 07377400782 | ✉️ tomlawrence201@gmail.com

GDPR: I consent for this CV to remain on file and distributed for employment purposes.

A motivated, enthusiastic university graduate with friendly communication skills, seeking work as a trainee in the production office. Previous shadowing and training have equipped me with technical knowledge and the ability to thrive in fast-paced work environments, adapting to any task given to me.

Skills

Petty Cash handling
Strong Communication
Event Coordination
Problem Solving
Kit Handling
Admin Background
Equipment set up (LAV mics and BNC cables)
Video editing (Adobe Premiere Pro / Avid)

Training

BEYOND BRONTES SCREEN YORKSHIRE TRAINING | 2024

6-WEEK INDUSTRY TRAINING
COURSE (SOUND TRAINEE)

TRAINED USING ZOOM F4
RECORDER, LAV AND BOOM
MICS, AND BNC CABLES

SCREENSKILLS | 2024

SCREENSKILLS TRAINING
PASSPORT

ADDRESSING UNCONSCIOUS
BIAS

GETTING INTO THE SCREEN
INDUSTRIES

UNIVERSITY OF MANCHESTER | 2024

BA (HONS) ENGLISH
LITERATURE, FILM &
TELEVISION STUDIES

Relevant Experience

WORK EXPERIENCE/RUNNER | 'WATERLOO ROAD' SERIES 18 – WALL TO WALL NORTH SEPTEMBER 2025 (2 WEEKS)

-Industry training day with Screen Manchester representatives and HOD'S from Waterloo Road. 2 weeks of shadowing and work within the AD department as a runner on Series 18.

RUNNER | 'HOT YOUNG GEEK' SHORT FILM– FLOWERPUNK FILMS/NATIONAL LOTTERY FUND SEPT 2024 (8 DAYS)

-Supported various departments on an 8-day shoot. Coordinated talent on set, transported and organised equipment, helped set up locations for shooting.

SOUND TRAINEE | 'UNCOOL' – LITTLE STITCH PRODUCTIONS/FILM HUB NORTH AUG 2024 (4 DAYS)

-Shadowed the sound department on a BFI-funded short film. Worked directly with the Sound Recordist & Boom Op, gaining technical on-set experience. Handled equipment and charged batteries.

INTERN | SICK! PRODUCTIONS JUNE 2024 (2 WEEKS)

-Supported the creative planning and production of a short documentary project. Developed skills in documentary techniques, camera operating (Sony PXW-Z150), and boom operating (Rode NTG3).

SOUND RECORDIST | 'AND THE BEES STILL BUZZ' – SHORT FILM MAY 2024 (6 DAYS)

-Gained experience in boom operating (Rode NTG3), using LAV mics (Sony UWP-D21), and working with a Canon XF605.

PRODUCTION INTERN | BELLE VUE PRODUCTIONS JAN - FEB 2024 (2 MONTHS)

-Filmed documentary content at Manchester Museum and Manchester Together Archive (Canon XF605 & Sony UWP-D21 LAV mics). Assisted freelance documentary filmmakers, filming staff interviews and b-roll footage around the museum. Edited using Adobe Premiere Pro.

Other Employment

COMMUNICATIONS ASSISTANT | THE BIG LIFE GROUP MAY 2025 – CURRENT

-Create written and visual content, including articles, photography and videos. Conduct community outreach and manage digital promotion across platforms. General admin support to ensure the smooth delivery of campaigns.

FILM PROGRAMMER | BFI FILM ACADEMY JUN 2024– MAY 2025

-Writing articles, marketing copy and video content for the BFI Film Academy Instagram, as well as hosting filmmaker interviews for the BFI YouTube channel. Curated events for London Film Festival 2024 and BFI Future Film Festival 2025, including pitching, inviting panellists, writing copy, marketing, and hosting on behalf of the BFI.

MARKETING VIDEOGRAPHER | WINCH & CO MARCH - SEPT 2021

-Planned and coordinated video shoots in various public venues, filming material using a Canon 750D DSLR. Proficient use of Office 365, Adobe Premiere Pro and Photoshop.