

Molly Miles - VFX Production Assistant

she/her | London & Hertfordshire | www.linkedin.com/in/molly-miles-1dn07757109965 | mollym.filmstv@gmail.com

As an experienced Office Coordinator, I have provided post-production support for Paramount Pictures, 20th Century Studios, BBC Studios and Dissent Projects. I've completed All Spring Media's Scripted Production Coordinator Bootcamp, and worked as a PA on features including Edgar Wright's *The Running Man* and Kenneth Branagh's *A Haunting in Venice*, I am looking to build experience working through all stages of production.

Experience

VFX Production Assistant | Paramount Pictures' 'The Running Man'
(2025) dir. Edgar Wright | Leavesden & Soho | Apr 2025 - Nov 2025

- Working with Data Wranglers & LiDAR technicians on set.
- Downloading packages to server & ingesting to ShotGrid (Flow) using StudioMonkey.
- Sending packages to vendors.
- Auditing count sheets.
- Facilitate communication with editorial department.
- Filing paperwork.
- Updating SG as required.
- Tracking expenses.
- Ad-hoc help with VFX production management team.

Office Coordinator | Clear Cut Group

Bloomsbury | Sept 2023 - Mar 2025

- Training New Starters in writing social media copy, email management and expense management.
- Time Management, scheduling meetings, voiceovers, viewings, travel, accommodation and couriers.
- Assisted in event planning including CPD on post-production workflow, screenings and networking events.
- Helped manage and grow the brand's social media presence & engagement, increasing followings by 10% across all platforms.
 - Compiling data analytics into digestible formats for senior management.

Editorial Assistant | Twentieth Century Studios' 'A Haunting in Venice'
(2023) | dir. Kenneth Branagh | Twickenham | Oct 2022 - Jul 2023

- Organised production documents, including Call Sheets, Continuity Scripts, and Progress Reports.
- Assisted in research tasks, compiling scene cards and supporting editorial decision-making through visualisation of story boards
- Scheduled in confidential waste collection and catering for editorial & directorial departments.
- Gained hands-on experience in editorial workflows, including metadata input, sequence organisation, and file exports.

Telephony Provisioning Assistant | Utility Warehouse

Remote | Nov 2021 - Sept 2022

- Ensured accurate record-keeping and order fulfilment for full-fibre broadband customers.
- Monitored and expedited customer orders while maintaining GDPR compliance.
- Managed communications, ensuring transparency in service updates.

Exam Invigilator | Notting Hill and Ealing High School for Girls

London | Mar 2019 - Sept 2021

The Douay Martyrs Catholic Secondary School | London
Jun 2018

- Child Protection and Safeguarding training.
- Ensure compliance with exam board specifications.

Skills

- Technical Literacy: Microsoft Suite, FileMaker, Zoom/Teams, Avid, Adobe Suite, Trello, ScheduALL, StudioMonkey & ShotGrid (Flow)
- Paperwork - Filing and Distribution of Reports, Memos, Trackers, review notes, Contracts etc. Booking Travel
- Expense Management - Budgeting, P-Cards, invoicing, cost negotiation & reports, reconciling.
- Basic Spanish & German.
- Social Media Management - Copywriting, Graphic Design, Performance Reports, scheduling (Buffer).
- PART C&G - Child Licensing and safeguarding

Education

- University of Liverpool | Film Studies & History BA (Hons) | 1:1 | 2019 - 2021
- University of London, Birkbeck | Arts & Humanities | 2018 - 2019

Volunteering

Cardinal Hume Centre Nursery |
Apr 2016 - Aug 2019

- Helped run sessions for refugee/immigrant children aged 3-9.
- Developed and organised a variety of activities including reading, homework help, arts and crafts.

Irish Film London Festival |
Feb 2019

- Email sign-up sheets, client services including serving food and drinks before panels.