

# LUCY OLLIER

## PRODUCTION ASSISTANT/RUNNER

07703680627

Lucy.ollier@mail.com

Manchester/Liverpool based

**Enthusiastic and adaptable Production runner with experience in supporting production in all stages of development.**

### SKILLS

- Pulling sides / printing call sheets
- Sending crew memos
- Proficient with distribution platforms - Scenecronize
- Collecting and transporting rushes
- Creating and logging PO's on DPO
- Updating daily production documents, production log, scene tracker etc
- Liaising with talent and executives
- Full clean UK driving licence
- Assisting T&A, drafting TMO's and booking transport for cast and crew

### EDUCATION

#### TELEVISION PRODUCTION MANAGEMENT (BA HONS)

Edge Hill University

2019-2022

### REFERENCES

Provided upon request.

### TV/FILM EXPERIENCE

#### ITV - MARTIN LEWIS MONEY SHOW - LIVE S12

Production Runner- Supporting the Production Office.

21st March 2023

#### PARAMOUNT+ - SEXY BEAST

Production Assistant

May 2022 - February 2023

Line Producer- Edward Rastelli-Lewis

Production Coordinator- Lauren McDonough

#### RSA FILMS - SEXY BEAST PUBLICITY SHOOT

Cast Runner - Personal Assistant for cast throughout the day.

28th January 2023

#### VERSA STUDIOS

Studio Runner- Supporting the Production Office.

August 2021-April 2022

### OTHER EXPERIENCE

#### THE CO-OPERATIVE FOOD

Team Leader

July 2017 - February 2022

Leading and managing the team, showing fantastic customer service and communication skills.