

CONTACT



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Greater London



[linkedin.com/in/reshma-madhi](https://www.linkedin.com/in/reshma-madhi)

SKILLS

- Office PA & Prod Sec
- Runner / Crowd AD
- Child Licensing
- Administration & Organisation
- Project Co-ordination & Management
- Training & Onboarding Staff

Full clean driving licence 25+

Locations available to work:

London, Greater London,
Brighton, West Midlands,
Manchester, Preston.

Certifications:

- [Screenskills Training Passport](#)
- PART (Practical Accredited Children's Regulations Training)

EDUCATION

BA English with Film & European Studies (2:1) University of Sussex

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

RESHMA MADHI

TV & FILM PRODUCTION ASSISTANT | RUNNER & AD

SUMMARY

A PA with experience in unscripted factual entertainment, HETV drama and short films, who has been mentored by high-end producers through [The Production Guild](#) and [Screenskills](#). Completed All Spring Media 3rd AD Skills Bootcamp (2025).

RELEVANT EXPERIENCE

Digital Channel Manager - WTFN (Melbourne, AU) (2024 - 2025)

- Managed social media channels for factual entertainment TV brands like ***Bondi Vet, Dog Whisperer & Great Home Ideas***
- Responsible for content creation, scheduling, community management, creating engagement strategies, logging and research

Production Runner 'The Third Day' (Sky/HBO, London) (2019)

- Producer: **Adrian Sturges** | Directors: **Marc Munden & Philippa Lowthorpe** | Exec Producers include **Plan B Entertainment**
- Took on Production Secretary tasks: contracts, onboarding crew, updating unit lists/call sheets, distributing script changes/progress reports, 'wrap' production, organising couriers
- Key point of contact across all areas during pre-production & filming, set up and managed production office
- Set up location (a remote island) for filming as well as a large-scale script read-through and screening events in just a few days

Short Film Productions (Various: UK, AU, NZ) (2021 - 2024)

- 2nd AD: [Clipped Music Festival Trailer](#) (2024)
Director: [Aarushi Chowdhury](#)
- Producer: [No Place Like It](#) (2022)
Writer/Director: Matt Chandler
- Producer: [The Good Side](#) (2021), Twinkling Bat Films
Director Rose McMahon (creator of [TVNZ series](#))

Two Brothers Pictures Internship (Film London) (2019)

- Office administration inc. travel & accommodation co-ordination
- Training in script reporting, on-set runner for **'Liar 2'** (ITV)