

WORK EXPERIENCE

Production assistant

Shepherds Production

June 2022 - Feb 2023

- Assisted the production team with various administrative and organisational tasks, including scheduling, filing, and data entry.
- Managed and maintained the production office, including answering phones, responding to emails, and greeting visitors.
- Coordinated with vendors, cast, and crew members to schedule meetings and production activities.
- Assisted with the setup and breakdown of equipment, props, and sets.
- Conducted research and provided input on creative decisions.
- Edited video footage using Adobe Premiere Pro and Final Cut Pro.
- Assisted with the preparation of call sheets, scripts, and other production-related documents.
- Assisted with location scouting and securing filming permit
- Production assistant at shooting locations for music videos.

Day runner

OptomenTV

SORT YOUR LIFE OUT S2

13th July 2022 - one day

- Organised items at a large warehouse
- Took lunch orders for the crew
- Cleaned the warehouse
- Labelled items

Production runner

Fulwell73

Slow Mo Guys' Big Adventures hosted by YouTube Stars.

Jan 2022 - March 2022

- Prep and on location for a busy pop science show for children for a mainstream broadcaster
- Admin support for the production team
- Worked with the coordinator to source production facilities and props sourcing
- Helped with call sheets
- On location - supporting the crew with catering and radios
- Management of site
- Set up production areas on site
- Part of load out team
- Covid awareness on site - responsible for disinfecting of radios and kit on site
- used Octopus PMI
- Runner on set at Brighton and oxford
- Supported head of departments
- Managed calling systems
- Managed schedules

PROFESSIONAL SUMMARY

An experienced runner looking for opportunities to gain more experience in commercial production. I have on set experience on various productions, including broadcast television and short form content for online. I thrive in a fast-paced environments and am able to manage multiple tasks and projects simultaneously.

SKILLS

- Trint transcription
- PMI accounting
- Adobe Creative Cloud
- Video editing
- Photo editing
- Microsoft packages & google drive
- Administration

EDUCATIONAL & COURSES COMPLETED

SAE INSTITUTE

BA (hons) in Digital Film Production

September 2019 - July 2021

CROYDON COLLEGE

BTEC Level 3 Business

Grade - DDM

September 2017 - July 2019

SCREENSKILLS QUALIFICATIONS

- Networking Skills course
- Mental Health Awareness course
- Production training course
- Coronavirus Basic Awareness

OTHER & AWARDS

- Leader Of The Year 2017 Citizen UK
- Canon Media Competition Winner 2019
- Nike Marketing Competition Winner 2019
- Canon Ambassador for young photography programme 2019
- Volunteered at Ideas Foundation

REFERENCES

UPON REQUEST

I'm happy for my CV to be kept on file for employment purposes