

ROLES:

PRODUCTION OFFICE RUNNER /
 FLOOR RUNNER /
 PRODUCTION ASSISTANT /
 INTERNSHIP / TRAINEESHIP

KASS ASTON JAWAID

DBS Check

Full Clean Driving Licence
 - Access to vehicle

Bases: Doncaster / Sheffield / Leeds
 Barnsley / Manchester / London

EMAIL: kass.jawaid@hotmail.co.uk | MOBILE: 07449926182 | AVAILABLE: February 2026 - present

PERSONAL SUMMARY: -

I am interested in pursuing a career in the film and TV industry; I have knowledge of the global film and TV industry. I am confident that my skills in communication, teamwork, and problem-solving will contribute positively to your team, ensuring the smooth running of the workplace environment and wider organisation while maintaining confidentiality and professionalism. I am a proactive and highly organised individual with great interpersonal skills. I have excellent communication skills and I am able to interact with and build positive working relationships with a variety of people including external partners and consumers. I am a team player with good attention to detail and time management skills. I have a positive, enthusiastic and can-do attitude, and I am able to learn at pace on the job. I am highly adaptable and open to working varied hours, and I am able to travel to various locations.

RELEVANT EXPERIENCE: -

- **ITV Academy Runners Bootcamp [13/10/2025 - 16/10/2025]**. Attended Sessions: On-Set Essentials & Practicalities; Studio running & dock10 Tour; Radio Etiquette; Understanding Call Sheets; Coronation Street Studio Tour; Location Running, and Data Wrangling.
- **2024 Work Experience Programme Pool @ Lifted Entertainment [01/2024 - 12/2024]**.
- **Volunteer at various festivals: -**
 - Leeds Young Film Festival [2016], Sheffield Doc/Fest [2016], 24:7 Theatre Festival [2014], Manchester Children's Book Festival [2014].

EDUCATION / TRAINING: -

- **Training provided by Lifted Entertainment / ITV: -**
 - Various: Code of Ethics and Conduct; Cyber Security 2023; ITV's Data Privacy Training 2023/2024; Fire Safety 2023; Climate Action; Competition Law; Duty of Care; Respecting each other at work; Anti Bribery and Corruption; Economic Crime; Diversity Equality and Inclusion, and Human Rights — *Completed in May 2024.*
- **Cinelab Film School: Writing TV Series Workshop.**
 - Topics and assessments include: Character Description, Script Structure, Log line, Tagline Formulas, TV Outlines, TV Pilots, TV Treatments, Screenplay Format, TV Bibles and Pitch.
- **Manchester Metropolitan University: MA English Studies:** The Gothic; BA (Hons) English.
- **John Leggott College:** A2 Levels English Language and Literature, Film Studies, History; AS Level EPQ; GCSE in ICT.
- **Sir John Nelthorpe School:** 9 GCSEs.

EMPLOYMENT HISTORY: -

- **Outreach Worker @ SMILE Day Opportunities / Doncaster Council [07/2024 - Present]**
- **Relief Youth Support Worker @ EPIC Doncaster / Doncaster Council [09/2022 - Present]**
- Admin Assistant @ Trent Cliffs Private Healthcare Ltd. [11/2023 - 12/2023]
- Junior HR Assistant @ Four Agency Worldwide (London) [05/2022 - 08/2023]
- EPIC Relief Youth Support Worker @ Doncaster Children's Services Trust [11/2021 - 08/2022]
- Bank Receptionist @ Northern Lincolnshire & Goole NHS Foundation Trust [04/2021 - 03/2022]
- I have even more experience such as Exam Invigilator, Student Ambassador, and Camp Counsellor.

**** References available upon request ****

KEY SKILLS, ABILITIES and EXPERIENCE: -

- Communication skills (written and oral); People skills; Relationship-building skills.
- Customer Service Experience; Public-Facing Experience; Telephone manner/etiquette.
- Office administration; Administrative Assistance; Creative approaches to Problem-solving.
- Writing, editing, and storytelling skills.
- Research and Presentation Skills; Project Assistance.
- Experience in Project Development (inc. Planning, Budgeting); Project Management processes.
- Report-Writing and Record Keeping; Record Management.
- People management & Leadership; Conflict resolution.
- IT / Computer literate (inc. Microsoft Office and Outlook); Ability to learn new systems specific to job function.
- Safeguarding Children and Adults; Safeguarding Procedures.
- Event support and planning; Event management skills.
- HR experience (including using HRIS); Databases/Software; Right to Work Checks; GDPR and Data Privacy.

EXTRACURRICULAR ACTIVITIES and ACHIEVEMENTS: -

- **Served as Secretary of the Manchester Metropolitan University English Society Committee [05/2014 - 05/2015]**.
- **Co-created/Established the 'Creative Writing Workshop' with my university peers.** Our aims were to create a safe and friendly atmosphere for students to share their passion for reading and writing, and to discuss and discover new stories. We used social media to raise awareness of and promote events, and we recommended events, competitions and clubs, providing students with opportunities to engage in communities based in Manchester.
- **Member of Kay Traviss Dance Group (2010-2012):** Performed in local shows ("Saturday Night Fever")
- **Co-Director and Co-Writer** for Short Film ("Alice") [2012].

LINKS: -

- Published article with aAh! Magazine [Manchester Metropolitan University's student magazine] covering a trip to the Imperial War Museum North (2015): <https://aah-magazine.co.uk/2015/reptrauma-iwmn/>
- **LinkedIn:** <https://www.linkedin.com/in/kass-aston-jawaid-a00590241/>