

DAISY MORTLOCK

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Profile Summary

- **Production Assistant / Runner**
- Full UK driving license and own car
- Based in Woking / Willing to relocate

Skills

- Editing, Microsoft Office, Scheduling, Time Management, Adaptability, Computer Literacy, DBS Checked, Problem Solving
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I am a hard working, focused individual who is currently seeking a role as a production assistant/runner. I have been involved in the arts for a number of years, through drama and theatre and have previously been employed as a supporting artist which has given me first hand experience working on set. With over six years of working in customer facing and administrative roles, I have also developed a range of transferable skills such as strong communication, organisational and multitasking skills through working in fast paced, high pressure environments.

Work Experience

The Agency S02 | Paramount+ | September 2025

- Handled schedules.
 - Supported production with daily tasks, took lunch orders and made sure crew and staff were well looked after.
 - Assisted multiple other departments with a range of duties.
 - Helped with research and purchases.
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Relevant Other Professional Experience

Foundations - Property Consultant

June 2024 - Present

- Advise clients on property options, pricing, and market trends.
- Organise and conduct property viewings for prospective renters.
- Handle enquiries via phone, email and in person.
- Manage documentation such as forms, contracts and tenancy agreements.

Surrey County Council - Team Administrator

September 2024 - September 2025

- Organised and minuted meetings on behalf of social care teams, ensuring deadlines are met and minutes are distributed accurately.
- Provided professional telephone etiquette for service users, and redirected queries.
- Liaised with professionals across Social Care, Police, Health, Education and Legal sectors.
- Managed and maintained spreadsheets and documents
- Set up meetings, managed internal communications.

Blenheim House Construction - Administrator

May 2023 - June 2023

- Successfully managed the day-to-day operations at a busy office, including taking and redirecting on average 30 calls a day, welcoming and accommodating visitors and responding to emails.
 - Became proficient in Microsoft Office.
 - Organised internal and external company events.
 - Efficiently scanned and input data, and maintained spreadsheets.
 - Assisted the accounts department by taking on extra work such as inputting, invoicing and filing.
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Education

Swansea University, Bachelor of Arts in English Literature

September 2022 - July 2024

Grade: Upper-Second Class

Tormead School, Guildford

September 2014 - July 2021

A-Level Grades: A, A, B

Personal Interests

- I was part of my local youth theatre, the Yvonne Arnaud Guildford from 2017-2019 and took part in multiple plays which I assisted in the production of.
- I also regularly attend productions, most recently I saw The Fifth Step at Soho Place.
- During my degree, I helped the production team put on a number of plays, I supported with costume, set design and rehearsals.

I consent to you keeping my details on file and distributing for employment services.