

# EMILY OLD

London SW18 | Midlands CV21  
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Full Uk Driving Licence (25+) | Enhanced DBS

Film & Television Production graduate with hands-on experience supporting fast-paced operations. Skilled in scheduling, logistics, documentation and stakeholders coordination. Calm and reliable under pressure, transitioning into production, offering transferable operational skills and proven organisational leadership to support production office, development and on-set teams.

## TELEVISION & PRODUCTION EXPERIENCE

**PRODUCTION INTERN:** Osprey PERCH - UNF, Jacksonville FL 12-week internship | 2021

- Supported production coordination within a US-based production team, adapting to international workflows and communication styles.
- Assisted with schedules, logistics, documentation and shoot organisation
- Maintained organised digital files and production paperwork
- Provided administrative support across production and operational teams
- Liaised with contributors, stakeholders and internal teams
- Comfortable working long hours and adapting quickly on set and in office environments
- Ensured content met editorial, brand and communication requirements

## PRODUCTION TRANSFERABLE OPERATIONS EXPERIENCE

**HOSPITALITY & EVENTS SUPERVISOR:** Compass Group UK & Ireland | Jan 2026 - Present

- Coordinated staffing, rotas and complex schedules for time-sensitive events
- Managed shared inboxes, enquiries and event documentation
- Organised digital and physical records to support smooth event delivery
- Liaised with internal teams and external stakeholders to ensure seamless operations
- Supervised teams and operations in high-pressure, time-sensitive environments

**CATERING ENGAGEMENT SUPERVISOR:** Compass Group UK & Ireland | Sep 2023 - Dec 2024

- Oversaw stock, ordering and financial administration
- Planned and delivered marketing campaigns and photoshoots
- Measured marketing success and data driven optimisation
- Owned and delivered a monthly digital newsletter

*Awarded 'Be A Star - Customer Category', March 2024*

*Awarded 'Marketing Award', October 2024*

**FRONT OF HOUSE / HOSPITALITY ASSISTANT:** Off to Work | Sep 2024 - Present

- Provided high-end service at events, adapting quickly to different teams and locations and fast-paced client demands

## KEY SKILLS

- Production coordination & scheduling
- Administrative support in fast-paced environments
- Stakeholder coordination
- Bookings & logistics
- Documentation & digital filing
- Discretion & confidentiality
- Meeting coordination & room bookings
- Supporting senior roles
- Google Workspace & Microsoft Office

## EDUCATION

**BA (HONS) FILM & TELEVISION PRODUCTION** University of Hertfordshire, UK | Sep 2018 - Jun 2022

- Upper Second Class Honours
- Relevant modules included production management and industry practices

*Awarded Gold 'Go Herts Award' for excellence beyond academic achievements*

**STUDY ABROAD - COMMUNICATIONS MAJOR** University of North Florida, USA | Aug 2020 - Apr 2021

- GPA 4.0
- Awarded a place on the Dean's list for academic success.*

**BTEC EXTENDED DIPLOMA | FILM & TV PRODUCTION** WCG, Leamington Spa College | Sep 2016 - Aug 2018

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