

# ELISABETH "LISETTE" LOUISA REED

## Production Assistant

London-based but open to relocation

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Full, clean UK driving licence - Basic DBS check - The Mark Milsome Foundation qualification.

[Showreel](#) | [Portfolio](#) | [LinkedIn](#)

## PERSONAL STATEMENT

As an experienced Production Assistant, I excel in leading a team and implementing a rigorous production timeline. With the fast-paced nature of production, I am extremely adaptable and have strong communication skills to increase efficiency. I thrive in both collaborative and independent environments, with experience using software such as Excel and Adobe programmes also. With a First Class degree of BA (Hons) English and Film & Television Studies from the University of Exeter, and a passion for film, I strive to learn from each project I work on and am currently looking to further my career in production.

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## TECHNICAL SKILLS

- Proficiency with all Office and Google software, including Excel and PowerPoint.
- Proficiency in Adobe InDesign, Adobe Photoshop, DaVinci Resolve 19 and Canva for social media.
- Use of Zoom, Microsoft Teams and SharePoint for remote working.
- Experience budgeting and creating call sheets.

## PRACTICAL SKILLS

- Full, clean UK driving licence.
  - Qualified in The Mark Milsome Foundation - Film and TV Online Safety Passport Course.
  - Proactive workflow and time management.
  - Excellent communication skills; written and verbal.
  - Works efficiently within a team and independently.
  - Adaptable and willing to learn.
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## RELEVANT WORK

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|--|---------------------------|
| <b>Production Assistant, House on Fire Productions, Freelance</b> <ul style="list-style-type: none"><li>• Creating call sheets, and assisting with scheduling.</li><li>• Covering the Producer on set, who was unavailable.</li><li>• Working across departments.</li></ul>  | <b>Jun 2026 - present</b> |
| <b>Film Previewer, Women X Film Festival, Remote</b> <ul style="list-style-type: none"><li>• Watching and reviewing films that have been submitted for the Women X Film Festival.</li><li>• Providing thoughtful feedback and scoring films alongside festival guidelines.</li><li>• Approaching each film with curiosity, fairness and an eye for detail.</li></ul>             | <b>Jan 2026 - present</b> |
| <b>Runner, Curly Top Films, Freelance</b> <ul style="list-style-type: none"><li>• Running on set, assisting both the Producer and AD.</li><li>• Working in busy public areas, maintaining professionalism and a calm manner.</li><li>• Acting as a base runner and looking after Supporting Artists.</li></ul>   | <b>June 2026</b>          |
| <b>Production Manager, Universal Music LTD Music Video, Freelance</b> <ul style="list-style-type: none"><li>• Arranging transport for talent and crew.</li><li>• Creating call sheets, and assisting with scheduling.</li><li>• Assisting on set across departments.</li></ul>   | <b>Apr - May 2026</b>     |
| <b>Script Supervisor, Blue Lagma LTD, Freelance</b> <ul style="list-style-type: none"><li>• Script supervising and ensuring each shot aligns with continuity, with a keen eye for detail.</li><li>• Keeping track of changes to the script and keeping a record of everything.</li><li>• Proficient in Scriptation and ScriptE, delivering reports by their deadlines.</li></ul> | <b>Mar - Apr 2026</b>     |
| <b>Production Manager, Dancing Moon Pictures, Freelance</b> <ul style="list-style-type: none"><li>• Overseeing the end-to-end production process.</li><li>• Planning schedules, managing resources/budgets.</li><li>• Coordinating with departments and supervising crew.</li></ul>  | <b>Feb - Apr 2026</b>     |
| <b>Runner for a Comedy Ad, Dirty Jack Agency, Freelance</b> <ul style="list-style-type: none"><li>• Taking on an AD role, managing time and ensuring schedule was followed.</li><li>• Shadowing the Producer and assisting with tasks.</li><li>• Assisting with equipment and liaising with various departments.</li></ul>   | <b>July 2025</b>          |
| <b>Production Crew Member for a Film Buddy Online Music Video, Freelance</b> <ul style="list-style-type: none"><li>• Location marshalling.</li><li>• Assisting with camera equipment, such as pulling focus.</li><li>• BTS Photography.</li><li>• Assisting the on-set Producer with tasks and ensuring we remained on schedule.</li></ul>                                       | <b>July 2025</b>          |

**Production Assistant for Short Film, Lambs Co. Films LTD, Freelance**

June 2025

- Assisting with equipment with the utmost care.
- Script supervising and ensuring each shot aligns with continuity, with a keen eye for detail.
- Taking behind-the-scenes photographs throughout the shoot.

**Producer and Gaffer for Short Film “Peace & Quiet”, Freelance**

Mar - Apr 2025

- Creating schedules, call sheets and shot lists.
- Script supervising and ensuring each shot aligns with continuity, with a keen eye for detail.
- This film premiered at the Exeter Phoenix and was nominated for the Paddon Award.

**Society Member of XTV Online, Part time**

Sep 2022 - Jun 2025

- Creating films with XTV and taking on various roles on different projects:
- **Producer** on XIV Episode 1 and 2 (Mar 2024- Jan 2025) (in charge of scheduling, creating shot lists, location scouting, prop resourcing, budgeting, overcoming barriers every time they arise)
- **Co-Producer** on XRacing Documentary (Oct 2024) (in charge of scheduling, budgeting, talent release forms)
- **Gaffer** on XIV Pilot Episode (2024), The Polo Paradox (2024) and The Story of Love (2025).
- **Runner** on Bill (2023) (managing the continuity of the film).

**Social Secretary for Campus Cinema Society, Part time**

Sep 2024- Jun 2025

- Events planning and management, including a screening as part of the BFI’s Art of Action season.
- Securing partnerships with businesses, including the Exeter Phoenix, with utmost professionalism.
- Designing and publishing social media posts when our Publicity Secretary was unavailable.

**Runner for Independent Film, Jacob Saul Films, Freelance**

Dec 2024

- Assisting with sound equipment, set dressing, in liaison with the rest of the crew.
- Script supervising and ensuring each shot aligns with continuity, with a keen eye for detail.
- Assisting the make-up department.

**Production Assistant for Feature Film, [EK!] Productions, Freelance**

Oct - Dec 2024

- Script supervising and ensuring each shot aligns with continuity, with a keen eye for detail.
- Assisting with lighting equipment, set dressing, in liaison with the rest of the crew.
- Running out on set and gathering necessary materials.

**4Skills Virtual Work Experience, Remote**

Jul - Aug 2024

- Gained an insight into the Television and Broadcasting Industry, as well as Channel 4 itself.
- Learning about an abundance of positions within the TV industry.
- I completed both the compulsory and optional modules on the course.

**Production Assistant on BFI South West commissioned short film “In Memoriam”, Freelance**

Jun - Aug 2023

- Assisting with camera and lighting equipment.
- Script supervising and ensuring each shot aligns with continuity.
- Budgeting on set expenses.
- Location marshalling.
- The film was commissioned through the BFI Southwest and Exeter Phoenix’s Devon Film Fund, and premiered at Exeter Phoenix’s Two Short Film Nights Film Festival 2024.

**OTHER WORK****Event Staff & Receptionist, Best Western Hotels, Part time**

Nov 2025 - Apr 2026

- Working in fast paced environments on various events.
- Remaining focused and calm under pressure.
- Managing bookings and completing admin tasks.

**Treasurer & Writer for RAZZ Magazine, Part time**

Sep 2022- Jun 2025

- Writing articles for RAZZ Magazine, with a key focus on the film industry.
- Organising and securing both online and print advertisements for the Magazine.
- Securing funding for the magazine through the Exeter Alumni Fund scheme.
- Please find attached a link to my articles: <https://razzmag.wordpress.com/?s=Lisette+Reed>

**CERTIFICATIONS & COURSES****Emergency First Aid Awareness**

Tutor Care, Feb 2026

**Fire Marshall Training**

Tutor Care, Feb 2026

**Risk Assessments 101**

ScreenSkills &amp; First Option, Sept 2025

**The Mark Milsome Foundation Course**

ProTrainings Europe Ltd, Aug 2025

**ScreenSkills Training Passport**

ScreenSkills, Aug 2025

**EDUCATION****University of Exeter**

2022- 2025

BA English and Film &amp; Television Studies [First Class]

**Ortu Sixth Form Centre**

2020-2022

A Levels: English Literature [A], Textiles [A]

BTEC Level 3 Performing Arts [DD]

**References available on request.**

