

Lauren Boothroyd

Production Assistant

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I give my consent to process and share my CV for employment purposes.

LICENSES, CERTIFICATIONS AND EDUCATION

- Full UK driving license
- Digital Film Production (BA)
- Bectu & Screen Skills: Production Management with Addie Orfila
- ActSafe Safety Association: Reel Green Carbon Literacy/ Albert Sustainable Production
- Former Bectu IOSH Health and Safety Passport holder

SKILLS AND EXPERIENCE

- Excellent verbal and written communication
- Systematically organised and detail orientated
- Exemplary interpersonal skills and high EQ
- Intuitive and adaptable problem solver
- Budget monitoring, call sheets and scheduling
- Organising production materials and asset delivery
- Studio compliance and Health and Safety
- Database logging, tracking and reporting

EMPLOYMENT

Marketing Coordinator

Jan 2020 – Nov 2020

Keslow Camera | Vancouver, Canada.

- Assisted in developing on-site safety procedures in adherence with government COVID-19 regulations.
- Organised equipment logistics, tracking inbound shipments whilst updating databases and agents.
- Arranged sub-rentals with other rental houses and completed purchase orders.
- Liaised with service and shipping teams across multiple Canadian and the USA time zones for repair updates and delivery schedules.

Junior Production Manager and Studio Coordinator

Jan 2017 – Jun 2018

The Gate Films and Foundry Film Studios | Manchester, UK.

- Responsible for all project planning for multiple productions including shoot schedules, call sheets, licensing/ permits, health and safety risk assessments.
- Recruited appropriate crew, artists and contractors per production.
- Devised contractual agreements including buyouts in accordance with client needs and deliverables.
- Booked camera, lighting, catering, transportation, studios, edit suites and all necessary vendors.
- Managed production budgets; tracking costs, basic bookkeeping and delivering assets on time.
- Implemented studio workflows and oversaw facility operations such as security, maintenance, catering schedules as well as pre-/post-hire check reporting – whilst building client relationships.

Production Assistant

Sep 2015 – Dec 2016

The Gate Films | Manchester, UK.

- Cross-checked production schedules with Producer and Director Google calendars.
- Completed any pre-production research, assisted with casting calls and post-production bookings.
- Supported crew on set during shoots and tracked advertising compliance submissions through Clearcast and Copy Central.

FILM

Fittings Runner – <i>Film Stars Don't Die in Liverpool</i> Bad and Beautiful Productions Liverpool, UK Director: Paul McGuigan HOD: Helen Fraser	Jun 2017
Production Assistant – <i>Between Two Worlds</i> Formidable Productions Liverpool, UK Director: James Marquand HOD: Lowri Thomas	Sep 2014

TELEVISION

Fittings/ Floor Runner – <i>Witness for the Prosecution</i> BBC Liverpool, UK Director: Julian Jarrold HOD: Peter Nightingale	Aug 2016
Floor Runner – <i>Tina and Bobby</i> ITV Manchester, UK Director: John McKay HOD: Tony Carter	Jul 2016
Floor Runner – <i>Safe House</i> Eleventh Hour Films Manchester, UK Director: Chris Foster HOD: Anthony Noone	Nov 2014
Floor Runner – <i>Our Zoo</i> Big Talk Productions Manchester, UK Director: Robert McKillop HOD: Simon Turner	Jun 2014
Floor Runner – <i>Cilla</i> ITV Liverpool, UK Director: Paul Whittington HOD: Mark Fenn	Apr 2014
Floor Runner – <i>Holby City</i> BBC London, UK Director: Julie Davies HOD: Ursula Haworth	Mar 2014
Floor Runner – <i>Foyles War</i> ITV Liverpool, UK Director: Stuart Orme HOD: Simon Noone	Jan 2014

REFERENCES

Available upon request