

Miss ROBYN BAILEY

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ABOUT:

Runner / PMA with experience across a range of productions, including factual, live studio, and live OBs. I am an experienced floor/studio runner, and am familiar with dealing with talent. My most recent role as a PMA exemplifies my solid organisational skills and strong task management. My abilities in particular include a keen eye for detail, strong communication and literacy skills, and a wide range of research skills. I hold a full, clean driving licence.

EDUCATION:

University of Exeter, Devon: September 2010 – July 2013
BA Honours Law and English, 2:1.

Sutton Coldfield Grammar School for Girls, Birmingham: September 2003 – June 2010

Advanced Levels

English Literature A*; History A; Mathematics A; General Studies A.

Advanced Subsidiary Levels

Further Mathematics A; French A.

Special Achievements

Highest Academic Achiever Award for A Level results
Senior Prefect

GCSEs

13 GCSEs – A* grade

EMPLOYMENT HISTORY:

Production Management Assistant, Valleys House, BBC Wales: October 2014 – Present

Production Management Assistant, The People Remember, BBC Wales: July 2014 – September 2014

- Responsible for setting up all shoots – including foreign filming in France and Belgium
- Arranged filming permissions including permissions for filming abroad
- Managed kit requirements across all shoots
- Assisted with the management of tapeless workflow
- Supported Production Coordinator with logistics organisation of 'as-live' filming at Imperial War Museum, London - including hiring of runners, sourcing of props and arranging all travel

Studio Runner, Crimewatch Roadshow, BBC Wales: May 2014 – July 2014

- Worked alongside floor manager and studio AP to ensure studio guests and props were set in place in time throughout fast-paced TX – forward thinking to anticipate needs based on script and schedule and using initiative to react ahead of time
- Responsible for getting end of programme update on viewers' calls and emails to presenter on studio floor during TX
- Supported the studio AP in research for props for studio items, securing them within constraints of tight budget – creative problem solving to find the cheapest and most practical options
- Source archive footage for VTs and overlays

Sales Associate, Selfridges, Birmingham: December 2013 – May 2014

- Worked on the technology department, selling TVs, tablets, sound systems and other tech items
- Target-focused role, aiming to sell as many high priced goods as possible - highly personable with strong communication skills, necessary for dealing with customer queries and complaints
- Managed customer mail order accounts, co-ordinating orders and deliveries of stock

Floor Runner, Children in Need, BBC Wales: November 2013

- Responsible for supporting crew on the studio floor and ensuring that we were working in line with the production schedule - strong time management skills
- Co-ordinated presenters and contributors in response to schedule changes – ability to work flexibly and respond quickly to schedule changes
- Managed contributors' requirements

Runner, Crimewatch, BBC Wales: August – October 2013

- Involved in all areas of the production, from location filming for stylised reconstructions, to interviews with victims, and the live studio environment for TX
- Answered phone calls and dealt with press officers and journalists - exercising discretion and good judgement regarding confidential aspects of our featured cases
- Assisted the team of researchers by drafting and editing case notes to be published online, ensuring that the facts were presented in an informative and interesting manner, as well as being correct in their grammar and syntax – strong literacy skills

- Supported with additional research for featured cases – wide range of research skills, including thorough fact-checking
- Responsible for liaising with agents and actors for castings, working with the script and case facts to ensure those invited to audition suited the brief
- Sourced props and costumes for drama reconstructions
- Responsible for logging shots and transcribing interviews, as well as monitoring shot lists and scripts to ensure all shots were completed at each location
- Sourced archive/news footage for use in VTs - using creative eye to identify useful shots from archive

Location Runner, Coming Home, Yellow Duck Productions: September 2013

- 7 locations in just a day and a half - responsible for ensuring that we stuck to schedule by communicating with contributors before arrival to check that they were at their location on time, and that the location was accessible and fully prepared for the crew
- Implementing necessary alterations to the schedule when a contributor was running late, co-ordinating locations and contributors based upon timing and availability – flexible approach to working and intelligent use of initiative in problem solving
- Responsible for obtaining written and signed consent from contributors and locations
- Ensured that our celebrity contributor was brought to each location with little or no knowledge of the next sequence being shot to ensure sincere reactions on camera – discretion required to ensure nothing revealed off camera
- Kept members of the public out of shot when filming in public places - personable, professional nature

Senior Sales Advisor, River Island, Birmingham Fort/Exeter: November 2008 – August 2013

- Responsible for overseeing operational processes such as deliveries and stock management - working successfully within a team as well as independently to achieve targets/aims set
- Dealt with customer queries and complaints
- Alongside normal service priorities it was my role to ensure staff members were deployed effectively to comply with company expectations of productivity and ensure good service across the sales floor - strong organisational skills, in terms of delegating tasks to the team to achieve the highest productivity output, as

well as personal time-keeping and task management in response to tasks set for me

- Cashed up takings at the end of the day, ensuring profit protection policies were followed
- Adhered to Health and Safety requirements, and ensured standards around the store satisfied expected standards

ADDITIONAL EXPERIENCE:

Work Experience Placement, BBC Midlands Today, Birmingham: February 2012

- Tasked with conceiving a story idea, and following it through from research to broadcast – use of initiative to source a good story, reinforced by appropriate supportive interviews
- Sourced interviewees
- Responsible for interviewing contributors
- Arranged filming with camera crews and contributors through to the edit and a live lunchtime broadcast - precision organisational skills, including strict time management to ensure that the logistical elements of the production process were fulfilled within the tight time constraints in the lead up to the live broadcast
- Scripted talking points for the studio presenters to ask the broadcast journalist during the live OB - excellent written and verbal language skills, to ensure the story was informative, directive and purposeful

INTERESTS:

Photography: I am a keen amateur photographer, with a particular interest in fashion photography.

Athletics: I have been involved in athletics since school, particularly short distance sprinting, and have continued this by competing with the Athletics Club during my time at Exeter University. Since graduating I no longer compete, however I recently completed the Plymouth half-marathon in April.

REFERENCES:

Helen Wyn Evans
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BBC Cymru Wales
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Tim Neale
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