

Aleysha Minns
Studio/Locations Assistant
Aleysha.m@gmail.com
07840 804 741

Based in Bedford
Bases in Hull/ Leeds/ Manchester

Relevant skills:

- Full Clean UK driving & towing licence with car/ business insurance.
- Forklift ticket- valid until 19/03/2020
- Strong administrative skills, highly organised, adaptable and hardworking with good telephone manner and public relations skills.
- Professional practice in Location/Studio teams as Assistant, with full on-the-job training on low-budget and big budget features.

Feature Films

Studio Assistant- 'Star Wars Episode IX' Lucas Films Ltd. (13th August 2018-present) Studio Unit Manager: Jon Hills

- Full-time contracted Studio Assistant working at Cardington Studios. Only team member on site for 4 months during prep and some experience with entry level Assistant Studio Manager duties (eg. DPO)

Location Assistant- 'Dumbo- Live Action Remake' Disney Films. (July 24th- Nov 24th 2017) Location Manager: Luke Stevenson

- Full-time contracted Location Assistant working at Cardington Studios

Studio Assistant- 'Han Solo: A Star Wars Story' Lucas Films Ltd. (January 28th- July 14th 2017) Studio Unit Manager: Jon Hills

- Full-time contracted Studio Assistant working at Pinewood Studios

Studio Trainee- 'Star Wars Episode VIII' Lucas Films Ltd. (February 28th- August 5th 2016) Studio Unit Manager: Jon Hills

- Full-time Locations Skillset Trainee working at Pinewood Studios

Locations Assistant- 'Beautiful Devils' (May- July 2015)- Producer: Craig Tuohy Location Manager: Ben Ahmed

- Trained in planning/leading Tech Recces, compiling and maintaining master/ cashflow spreadsheets, movement orders, contracts, location sourcing/ researching etc and all on shoot responsibilities.

Production Assistant/Trainee- 'ID2' Parallax Ltd. (February- April 2015) Producers: Sally Hibbin & Patrick Cassavetti. Line Prod: Carolyn Moat

- Full-time Skillset Trainee on Low Budget Feature in small production team. Worked as Production Secretary and Production Assistant. Also accounts and script experience.

TV & Commercials

Location Assistant- 'Waffle the Wonderdog' Darrall Macqueen (21st June -27th July 2018) Location Manager: Jim Chambers

- Location Assistant at Shepperton studios and on-location in Richmond

Location Assistant- 'Truly Weds Pilot Episode' True North for MTV (16th-21st April 2018) Production Manager: Joanne Lees

- On location runner & responsible for on-screen talent Vicky Pattison

Data Wrangler- 'Inside The Ambulance Series 5 & 6' Brown Bob Productions (11th Feb-14th April 2018) Production Manager: Helen Sear

- Full-time contracted Data Wrangler working on location in Dudley

Location Scout- 'Vauxhall Commercial' (July 2015)- Location Manager: Chris Webb

- Location scouting in Manchester for Vauxhall Mokka commercials.

Runner- 'On The Yorkshire Buses' The Garden Productions/Channel 5 (August 5th- October 24th 2013)- Rob Rawlings

- Full-time contracted runner on a documentary series.
- Main runner for the production with office experience, marshalling, driver and researcher/casting duties and on-location boom microphone operation.

Education

Lincoln University (2010-2013)

Earned a First Class BA (Hons) Media Production at University of Lincoln, specialism in Single Camera Production. Received several letters of congratulation from university progress panel.

Cottingham Sixth Form (2008-2010)

A-level results: Media Production- 2 A's
English Language- B

Applied Business- B

Additional Achievements and awards

- Member of BAFTA Crew 2016- 2018
- Mentor on the Lincoln University mentoring scheme (present)
- Unlocking Film Rights Online Skillset Course (January 2016)
- 'The Future of Storytelling' Online Open Course (December 2013)
- The Lincoln Award (May 2013)- Employability award, requiring the completion of extra curricular activities and personal development sessions.
- BFI Cineclub Award for Best Teacher Film (July 2011 and July 2012)
- GCSE's (inc. Maths and English) are all A*- B. (Awarded August 2008)
- Acquired BBC Health and Safety qualification. (2011)

References available on request
