

# Lexy Payne

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## Profile:

I am a confident and motivated individual who can easily adapt into a new team and am comfortable working in both large teams and on my own. I excel in organisation and being able to multi-task whilst maintaining accuracy in fast-paced, highly-pressurised environments. I am able to effectively communicate with clients, colleagues and executives alike. I have experience managing numerous complex projects from start to finish and react quickly to new challenges.

In addition I have a full clean driving licence, own transport and am CRB checked

## Employment:

### **The Walt Disney Company-** Production Assistant (June 2014-present)

I currently work as a production assistant for the three UK Disney Channels. I assist in the production of promos, short-form and idents; working across all aspects of the production process. I am responsible for:

- Casting
- Licensing
- Location scouting
- Creating call sheets and schedules
- Runner on both studio and location shoots
- Organising crew, transport, accommodation
- Processing invoices and creating PO numbers
- Co-ordinating voiceovers
- Creating and approving music cue sheets
- Generating TX IDs for transmission
- Manage TV contestants and contributors

### **Disney Media + -** Production Assistant/ Casting Assistant/ Runner (Dailies June 2014-present)

Working with corporate clients to create advertising solutions using Disney's assets.

### **BBC1: *Flog It!***- Runner (May 2014)

I was a runner for the *Flog It* team; my role included green room duties, (teas, coffees, lunch run etc.), I was in charge of props (sourcing and organising), and general hands-on help for the entire team.

### **Ricochet Television: *Britain's Empty Homes*** - Work Experience Researcher (August 2013)

I had to find contributors for the show by speaking to architects, builders and estate agents and then telephone interviewing the potential contributors. Whilst doing this I was asked to seek out potential storylines.

### **Content is King-** Work Experience (July 2013)

I worked at this film communication agency for 2 weeks and worked directly with the Client Manager; I networked with potential clients and set up meetings to increase future work; this included being part of a pitch to an international bank.

### **Maidstone Television Studios- CBBC-** Day Runner (August 2012)

Working as a runner on a green screen production of a new CBBC pilot

## Education:

*Bournemouth University-* Television Production BA (Hons) 2:1

*Invicta Grammar School-* 4 A-Levels (A, A, B, B) 14 GCSEs (A\*-B)