

Danielle Grundy



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I am a graduate from Leeds Metropolitan University who has gained experience working within diverse media sections including television, film and commercials. I have previously worked within art and production departments where I gained a strong skillset with aspects such as production duties, working with call sheets and release forms, managing floats as well as other elements. I love to be creative and innovative and look to convey these aspects within my work. I have experience of working in studios and within a production environment allowing me to gain a strong knowledge of the processes and challenges that may occur.

Experience

BBC- The Antiques Road Show 2015

Runner/Steward- Undertaking duties such as supervising expert's tables, Welcoming guests to the show and manning the waiting room.

Great Guns- Aldi Commercial 2015

Art department assistant- In this position I assisted with various duties and responsibilities within the art department. This consisted of prop making, Set design and continuity.

Big Bad Wolves- Kidscan Commercial 2015

Runner- Assisting with a charity commercial production I supported the production manager with aspects such as release forms, managing the float as well as looking after cast and crew.

ITV- The Trials of Jimmy Rose 2014

Art department trainee- Working as a trainee on this ITV production I supported the art department with numerous tasks and duties varying from graphic design to prop making and technical drawing.

Up North Stage Crew 2013/14

Crew Member- As part of the staging crew I offered assistance in a range of areas such as stage construction and design , wardrobe and catering.

Kudos- Utopia 11 2013

Productions trainee- As production trainee I assisted the production department in a variety of aspects which allowed me to undertake office runner duties as well as assisting with pedestrian control.

Equinox TV 2013

SKILLS

- Full clean UK driving Licence
- Confident with Adobe creative suite
- PC, Mac, Microsoft office literate
- Technical drawing
- Creating Mood boards
- Studio and production experience
- Location and office experience
- Prop making
- European Computer Driving Licence



Office Runner- I assisted within the production office at Equinox helping with elements such as referencing, managing incoming calls and hiring transport for crew and equipment

RDF Television West- Dickinson's Real Deal 2011

Runner- I supporting the production team with duties such as providing Hospitality to crew and talent along with managing and coordinating the Audience.

Additional Work History

The AA- Customer Adviser: 2015-PRESENT

Tesco- Customer Assistant: 2014-2015

Greggs- Team Member: 2012-2012

KFC- Team Member: 2009-2011

Education

Leeds Metropolitan University 2011-2014

BA (Hons) Film and Moving Image Production

The Manchester College 2009-2011

Btec National Certificate in Media Production.
Key Skills (Level 2) x 3

References are available on request.