

Florence Hurley

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I have a broad range of skills, from creativity, organisation, Production Assistant and Runner experience on short films, music videos and commercials to administrative and management experience in Production company admin positions. After completing a degree in Film Production, I have actively worked in the film and TV industries for over a year. I work well in any team, as well as being self motivated, using my initiative and being confident in my ability to handle multiple projects and remain calm under pressure. I enjoy writing and spend some of my free time writing short film scripts, TV show ideas, short stories and articles, as well as keeping active by traveling and exercising.

Employment History

October 2014 - 4.10.2014 Endemol - DSP 24 hours in the past Production Office Runner

- Researching and sourcing items to purchase, organising collection of items
- Booking taxis through Addison Lee and rail travel for crew
- Updating grids and spreadsheets with travel information
- Assisting Production team with printing scripts and various production documents, stapling documents in order and organising documents into correct folders
- General Production Office Assistance
- External runs and in-house runs

Sept 2014 - Present Wave Studios Receptionist

- First point of contact for telephone callers and visitors to the company
- Manage the company telephone switchboard
- Monitoring the company diary system to inform clients and staff of sessions and studios
- Manage the calendar for birthdays, appointments and planned absences
- Book international and national taxis/couriers and keep a record of bookings
- Keep a record and check office supplies and stationary and order stationary and office supplies as and when needed
- Organise birthday flowers/gifts for clients
- Assist sound engineers with voice over tracks

August 2014 Whizz Kid TV – The Who Stand up for Cancer Production Office Runner

- General Runner/Admin duties
- Meeting and greeting audience on arrival
- Meeting and greeting VIP audience and taking small groups to VIP area
- Keeping Production Office clean and tidy
- Keeping set and stage area clean and tidy
- Assisting Line Producer and Production Coordinator with admin

Jan 2014- Sep 2014 Passion Pictures
Receptionist & Office, Runner coordinator

- Assistant to Office manager.
- Runner Supervisor, with a team of 14 Runners, with a daily quota of 4-5.
- Organising Runner availability and shifts accordingly and booking off requests.
- First point of contact for telephone callers and visitors to the company, manage the company telephone switchboard for all the divisions of the company (Passion Pictures commercials and film departments, Passion Planet, Passion Raw and Strange Beast) connecting callers and taking messages where necessary.
- Manage the company calendar for conference room bookings.
- Book international and national taxis and couriers and keep a record of bookings, in order to reconcile with invoices.
- Receive emails for the company's info address and forwards these to the appropriate people in the company.
- Organise money from petty cash for runs, staff and building maintenance.
- Reconcile petty cash float daily and send spreadsheet to accounts.
- General admin.

November 2013 Vertigo Films
In House Runner

- Researching stock footage material for editorial, promotional shoots.
- Reading scripts and writing script breakdowns.
- Assisting with organising and setting up of screenings for new releases.
- Delivering hard drives, documents, money and sales products to various Production houses in London.
- General Runner duties; collecting groceries, lunch, distributing and mailing post, answering the company entrance door, meeting and greeting clients and general cleaning.

Aug 2013- Oct 2013 DHP Studios
Production Intern

- Production Assistant in development and production for various clients such as: Nike, Esquire and Trivago.
- Production Manage on corporate commercial shoots.
- Location Scout. (Taking photographs for use in creative client proposals).
- Create creative client proposals.
- Organise call sheets.
- Assist on budget drafts for client proposals, assist on final budgets.
- Research and develop ideas for client briefs, proposals, locations and scripts.
- Runner on set

May 2013- Aug 2013 New Day Pictures (Film and TV kit hire company)
Bookings Assistant

- Organising kit hire with clients.
- Checking equipment(hire and returns); camera, sound, memory, grip.
- Taking payment for equipment, via phone, email and in person.
- Reconciling invoices with management.
- Answering phones and emails.
- Building up own client database and efficiently supporting already existing clients.

May 2012- Sept 2012 Boost Music
Promotions Executive, Office Supervisor/PA

- Managing and building up own client database.
- Sales calls, sales meetings with clients and network events.
- Creating playlists and music briefs from library for clients.
- Designing album covers using Photoshop.
- Writing and editing material for the social network sites and the company newsletter.
- Organising MD meetings and diary management, booking international and national travel and accommodation
- Office admin.

Education

- 2009-2013** Farnham University for the Creative Arts (UCA)
BA (HONS) Degree, Film Production 2:1 - Specialism, Producing.
- 2006-2008** Godalming College
ALevels in Film studies, English Language and Photography.
- 2000-2006** Claremont Fan Court School
GCSE'S A* - C

Further Qualifications

- 2009** The London Film Academy- Film and TV, Intensive Foundation Course.
- 2009** Met Film School (Ealing Studios) Intensive Film-making workshop.

Additional Experience

- 2011** **ITV Studios- Live Studio**
One day work experience shadowing crew, on the Graham Norton Show.
- 2011** **Jokerspack- 'Facial'**
Production Design Assistant on the short film 'Facial' with award winning director Mark J. Blackman.
- Full UK driving license. DOB: 28.02.1990**