

**Production Assistant CV - James Poulter**[jamespoulterfilmwork@gmail.com](mailto:jamespoulterfilmwork@gmail.com) 0789 121 4290West London & York Bases <https://www.imdb.com/name/nm7519417/>

References available on request

This CV may be kept on file and distributed for employment purposes.

**Key Skills**

PC & Mac Savvy	Written & verbal communication skills	Scenechronize, DPO, EP, Smart PO, Team Engine
Teamwork & Listening Skills	Callsheets & release forms.	Arranging Conference calls & meetings
TMO amendments	Booking Accommodation and transport	UK Drivers Licence & Car with Business Insurance

**Credits**

Job Grade	Organisation	Film/ TV	Date	Production Name	HODS/Contacts
Production Runner	Channel 4 Fable Pictures	HETV	Feb – Apr '23	'Hullraisers 2'	P: Hannah Farrell LP: Jessica Hodges PM: Holly Wells PC: Lucy Eaton-Whitfield
Accounts Clerk/Trainee	Netflix	HETV	Sep '21 – Sep '22	'3 Body Problem'	FC: Celeste Talaszek PAcc: Georgina Kelly AP Sup: Sarah Brook
Production Runner/ Rushes Runner	StudioCanal	Film	Apr – Jun '21	'The Railway Children Return'	P: Jemma Rodgers PM: Rob Yeomans
Location Marshal	Paramount	Film	Apr '21	'Mission Impossible Dead Reckoning'	SupLM: David Campbell-Bell LM: Ben Firminger
Locations Trainee	ITV HTM Television	HETV	Feb – Mar '21	'Stephen'	LM: Paul Giordani ALM: Joseph Campos
Rushes Runner	UFA Fiction	HETV	Oct '20	'The Search'	Line Producer: Steve Ross PC: Lucy Eaton-Whitfield
Production Assistant	Lucasfilm	Film	Jul '19	Star Wars: 'The Rise of Skywalker'	UPMs: Liz Small Martin Joy PC : Jake Edwards
Office Work Experience	Red Productions	HETV	Jan '19	'Years and Years'	LP: Jonathan Leather PC: Jenny Simmonds
Production Secretary	LA Productions	HETV	Sep – Oct '18	'Pitching In'	P: Donna Molloy PC: Jac Ashton PC: Steven Davies
Production Intern	Talkinglens Productions	Film	Apr '15 – Mar '18	'Ask the Cheat'	P: Raza Mallal

**Training/Education**

Institution	Course Name	Dates
Screenskills	Trainee Finder Alumni & Coronavirus course	'21-'22 Renewed 6 monthly
Reboot @ Leeds Trinity University	TV Production Management	Oct – Dec '19
Calltime Company	Training Day	Feb '19
Screen Yorkshire	Bootcamp	24 <sup>th</sup> – 26 <sup>th</sup> Nov '17
Bucks New University	BA Film and TV Production: 2:2	Sept '11 – Jun '14