

Melanie Beatson

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Objective

I am a graduate of Met Film School in London, where I studied Practical Filmmaking for 6 months. I have a firm grounding in broadcast television running, feature films, and independent, low-budget film productions.

I am keen to expand my knowledge and experience of television production, whilst showcasing my skill, flair and flawless work ethic. I am flexible, industrious and have a real passion to forge a career in the screen industries.

Skills Set

- Clean Driving Licence (Held for 11 Years)
- Logging – Live and Green Screen – T Coder
- Confident communicator, friendly and polite
- Adaptable and quick learner in any situation
- Basic researcher skills
- Studio, Office and location experience
- Sony EX1/EX3
- Computer literate in both Microsoft PC and MAC
- Photoshop, Premier Pro

Relevant Experience

Location Runner – ‘Ladies of London’ (BBC Worldwide Productions (Bravo, December 2014 – February 2015)

- Location Running, dealing with cast and crew.
- Managing release forms are completed and logged on a database.
- Arranging lunch locations\
- Organising transport for crew

Production Runner – ‘Space Ark ‘ (Hat Trick Productions – Channel 4 Pilot)

- Office based duties, copying scripts for Read-throughs. Stocking stationary. Filing documentation.
- Preparing meeting rooms for Production, Costume, Make – up and Art Department.
- Checking the schedule correlates with the Production Diary
- Processing Purchase Orders
- Keeping petty cash and reconciling it at the end of each week.
- Lunch runs for Production
- Researching and clearing locations for filming.

Runner – ‘Stand Up To Cancer’ (Channel 4 October 2014) Live Show

- Supporting the Production Team with administration.

- Looking after talent.
- Assisting the technical team and setting up iPads for the live show.

Logging – ‘Ibiza Weekender’ (ITV October 2014) 2 x 60 mins

- Logging rushes for the Edit
- Training new starters how to transcribe.
- Organising and filing logs appropriately
- Liaising with the Edit Producer and working out a schedule for the logs.

Logger/ Chaperone – ‘Ex on the Beach Series 2’ (MTV August – October 2014) 8 x 60 mins

- Live logging on location with a crew.
- Ensuring the rushes are kept safe and labelled accordingly for the Data Wrangler.
- Assisting the AP and PD with story notes and potential narrative development.
- Looking after rushes and kit for the camera department.
- Chaperoning contributors and preventing any information about the show from being leaked prior to the shoot.
- Managing per diems for myself and the contributor, being the point of contact for the casting producers.

Logger/ Location Runner - ‘Geordie Shore Series 9’ (MTV, July - August 2014) 8 x 60 Mins

- Live logging in Green Screen and on location.
- Chaperoning contributors and cast and passing on any overheard information regarding storylines to Producers.
- General duties included driving the cast and production team, making sure cast and crew had lunch and dinners.
- Ensuring release forms were up to date and available, logging contributor/ property release forms.
- Assisting Forward Planning with set decoration and props.
- I was required to stock and clean the production office and cast house with food, drinks and day to day utensils.
- Keeping a float and reconciling it at the end of each shift.

Post Production Runner / Front of House - Envy Post Production (April - July 2014)

- Logging and filing tapes, hard drives and SD card into the company database and library.
- Arranging couriers to deliver and collect tapes and hard drives.
- Running errands for clients and Envy Producers and Editors.
- Ensuring clients are cared for with tea/ coffees, lunches and dinners.

Runner / Driver - ‘Crying Wolf’ - (Feature Film, Feb 2013)

- Driving the cast and crew to and from location. Organising lunches and dinners, making the tea and coffee.

Other Experience

April 2013 – September 2013 Phoenix Software: Sales Co-ordinator

- Processing invoices.
- Contacting schools and local authorities and encouraging them to use Phoenix for their software licensing.
- Dealing with software companies in order to get the best discount to allow for the highest profit.

Mar 2012 – Jan 2013 Simplyhealth, Bristol: Personal Care Advisor

- Dealing with sensitive phone calls with the policyholder and their next of kin.
- Contacting consultants and hospitals to clear surgery and appointments.
- Ensuring policyholders are covered.
- Dealing with customer complaints and queries, good communication skills were essential.
- Knowledge of Word, Excel and PowerPoint. Calling existing customers and upselling other products and renewal quotes.

Dec 2008 – May 2013 The Slug and Lettuce, Bristol: Bar Supervisor

- Front of house, serving customers with food and drink, maintaining a high quality of service. Stock take, ordering stock, dealing with complaints.

Jul 2008 – Nov 2008 AXA, Bristol: Call Centre Staff

- Speaking to policy holders, having a full knowledge of pensions and dealing with IFA enquiries.

Sep 2005 – June 2008 St Matthias Student Union Bar, Bristol: Bar Staff

- Serving drinks and food.
- Preparing the catering for events, liaising with entertainment and security.
- Stock take and organising the rotas.

Education and Qualifications:

Nov 2013 – Apr 2014 Met Film School, London - Practical Filmmaking

Sep 2005 – June 2008 University of the West of England, Bristol - English, Media and Cultural Studies, grade: 2:1

References

Laura Blackburn: Senior Production Co-ordinator "Geordie Shore" – laurablackburn@hotmail.co.uk

Laura Freedman: Junior Production Co-ordinator "Geordie Shore" – lfreedman@limepictures.com

Laura Veale: Head of HR Envy Post Production – laurav@envypost.co.uk

With any further questions you have, please do not hesitate in contacting me.

Thank you for your time.