


ALEX BUCKLEY - RUNNER

 07760661771

Full and clean UK Driving Licence

 alex.buckley@live.co.uk

Based in the North-West but willing to relocate

First Class Honours graduate from the Skillset accredited BSc Film and Television Production at the University of York. Selected to be one of Skillset's Film & TV Production Office Trainees. I am a hard working and versatile individual who aspires to work in production management.

KEY SKILLS

- Strong organisational skills
- Handling receipts and petty cash
- Cinegy Desktop 9.0 trained
- Excellent communication skills
- Managing release forms and chits
- Highly computer literate
- Studio, office and location experience
- Writing travel itineraries
- Delivery running

CREDITS / EXPERIENCE

Trainee Floor Runner, Red Production Company – Scott & Bailey **November-December 2015**

- Assisted the 3rd AD with the SAs, bringing them to set when required and completing their chits.
- Coordinated transport arrangements on set and ensured refreshments were available at all locations.
- Organised lunch pick-ups for the priority cast and crew member's meals.
- Helped lock off both in the studio and on location.

Logger, Dragonfly Film & Television Productions – One Born Every Minute **September-November 2015**

- Live logged footage using Cinegy Desktop 9.0 software.
- Transcribed interviews into a formatted Microsoft Word document.

Street Casting, Dragonfly Film and Television Productions – One Born Every Minute **September 2015 (1 day)**

- Confidently approached and handed out fliers to the public.

Production Office Trainee, ITV – Home Fires **August-September 2015**

- Assisted the Production Secretary by preparing cast/crew travel itineraries and booking courier services.
- Dealt with the purchase, installation and maintenance of the unit bases' Mi-Fi devices.
- Helped to maintain office supplies and managed the filing system.

Runner, Lime Pictures – Hollyoaks **May-August 2015**

- Assisted the AD team lock off the sets.
- Ensured cast and supporting artists were taken to set on time.

Runner, Plimsoll Productions – The Holiday Airport: Sun, Sea & Scousers **April-May 2015**

- Mic'd up contributors and operated the boom microphone.
- Dealt with contributors and the public and ensured that all necessary release forms were signed.

Runner, Remarkable Television – The Millionaire Party Planner **May 2015 (4 days)**

- Drove crew to the locations and managed all of the location/contributor release forms.

Runner/Driver, Firecracker Films – Nivea Legends VS You **April 2015 (2 days)**

- Ran errands, both on and off location, and completed ad hoc tasks as required.

Day Runner, Dragonfly Film and Television Productions – *One Born Every Minute* March-April 2015 (4 days)

- Live logged clips using Timecode+.
- Assisted with rigging the interview set-ups.

Day Runner, Buccaneer Media – Taster Tape for Channel 4 January 2015

- Handled petty cash and organised receipt reimbursements.
- Assisted the crew with assembling and de-rigging kit.
- Looked after talent and ensured that release forms were signed as required.

Runner, Dragonfly Film and Television Productions – *One Born Every Minute* October-December 2014

- Assisted in preparing and organising the production documents needed for the edit.
- Drove crew between their accommodation and the production site.
- Handled petty cash and organised meal runs.

Day Runner, RDF Television West - *Dickinson's Real Deal* September 2014

- Greeted and briefed contributors as they arrived at the venue.
- Ensured release forms were signed for any child contributors.

Intern, Pathé UK July 2013 (4 weeks)

- Worked with the production department to proof read shooting schedules and budgets (*Pride*, 2014).
- Covered reception duties, answering calls and emails and looking after clients.
- Delivery running.

FURTHER EXPERIENCE

LUMA Film Festival/University of York Showcase, Press & Publicity Team: Team Member 2012-2013, Head of Press and Publicity Team 2013-2014. I played an important role in helping to organise and staff the University of York's Theatre, Film and Television department's student-run film festival and its subsequent showcase. My role specifically included writing press release information, controlling the social media updates for both the event's Facebook and Twitter pages, as well as finding and contacting renowned industry professionals to judge the final showcase in 2013.

***Pearl*, Short Film, Line Producer/1st AD (2014):** I was in charge of the logistics and scheduling for this ambitious student production and ensured that, as well as completing the production on schedule, we also came in under budget. Within the 9 month time span of the project, I also took responsibility for resolving conflicts between members of the production team. (www.pearlfilm.co.uk)

YSTV Member (2011-2014): At university, in addition to my studies, I was a dedicated member of YSTV, York's award winning student TV station. I regularly attended station meetings and helped produce and crew on a number of the productions, both pre-recorded and live, usually taking on one of the roles of Director, Camera Operator or Vision Mixer/Editor.

EDUCATION

The University of York (October 2011 – June 2014)
BSc Film and Television Production – First Class Honours

IT Skills

- OCR (RSA) Text Processing (Business Professional) Level 3 Certificate – PASS (2011)

REFERENCES

Available on request