

Reliable and experienced production assistant, runner and assistant editor of online commercial video content. Adaptable to the needs of a production office, primarily focused on pre-production and production management. *(References available on request)*

SKILLS

Production management	Advanced skills in DaVinci Resolve & Adobe Creative Suite.
Location Support	
Working with presenters/ talent on set	Processing and trimming rushes
Excellent IT skills- including Microsoft Office	Organizing and archiving project assets, working files, rushes, and exports.
Camera Operation	

PRODUCTION COMPANIES**Pixeleyed Pictures | April 2021 – current | Production Assistant**

Working on a freelance basis for Pixeleyed Pictures on several projects including two feature length documentaries that are currently in production. Key roles include:

- Research for marketing and distribution purposes.
- Processing and organizing rushes, creating a system of organizing all the of the footage.
- Trimming down footage and creating training documents to implement a clear workflow and post-production process for the rest of the team to follow.
- Assistance on shoots.

MotionBlurr Studios | October 2020 – April 2021 | Assistant Editor

Worked primarily in the post-production department but also assisted in the pre-production and development stages, as well as on shoots. Primary roles:

- Processing and organizing rushes, creating proxies for editors to work with.
- Trimming and organizing the footage to pass on to the editors.
- Data archival – backing up and creating full project archives.
- Assistance on shoots and project management.

DARQ Studios | June 2020-October 2020 | Production Assistant

Worked directly with the company director to establish and support the production company in developing its brand, running its operations, and leading creative projects. Position included:

- Working directly with the company director to develop the company's' image and social media presence.
- Assisting with office management and data entry.
- Creating infographics and digital art to promote and advertise the company.
- Managing studio equipment.

rhubarbTV | August 2019 – August 2020 | Station Manager**rhubarbTV | August 2017 – August 2018 | Head of Operations****Create Productions Limited | August 2018 | Intern****SHORT FILMS**

Production Company	Production	Position	HoD	Date
Two Bells Productions	<i>Close Encounters of a Literal Kind, Literally</i>	Production Assistant	Tobias Tobbell	Aug 2017
Two Bells Productions	<i>#MurderSelfie</i>	Runner	Tobias Tobbell	Aug 2016

EDUCATION

BA Liberal Arts with Film & Television Production

Second Class Honours (upper)

Royal Holloway University