

Lucy Alder

PRODUCTION ASSISTANT

lucy@lucyalders.tv 07812744477

I have a UK
Driver's License
& my own car!

I am currently working as an in-house PA for the Warwickshire based production company: Firewood Pictures. Whilst at Firewood I have worked on music videos, scenario based training films and short films where I have been involved communicating with clients, actors and crew.

SKILLS

Pre-Production/In-Office

- Pitching
- Writing Treatments/Formatting Treatments
- Researching
- Script Writing
- Budgeting
- Call Sheets
- Risk Assessments (including Method Statements)
- Microsoft Office (including Word, Excel and Power Point)
- Google Drive (including Docs, Sheets, and Slides)
- Adobe Photoshop
- Adobe Premiere Pro
- Adobe Audition
- Adobe Lightroom
- Organising and leading debriefs

Production

- Petty Cash Processing
- Progress Reports
- Client Liaison
- Team Leadership
- Time Management

- DBS Checked
- Chaperone License
- First Aider

EDUCATION

BIRMINGHAM ORMISTON ACADEMY

September 2014 - June 2018

2014-16 - Level 2 BTEC Creative Digital Media
Production D*D*

2016-18 - Level 3 BTEC Broadcast (Film, TV and
Radio) D*D*D*

EXPERIENCE

PRODUCTION ASSISTANT Firewood Pictures

September 2018 - present (full-time role)

March 2019 - PA - Great Western Railways: Disability Training (Training Film)

Jan 2019 - PA - Look Away: SK Shlomo (Music Video)

Dec 2018 - PA - Queen Elizabeth Hospital Apprenticeships (Commercial)

PRODUCTION ASSISTANT National Film and Television School

Feb 2019 - PA - If You Can Believe It (Short Film)

RUNNER Firewood Pictures

Jan 2019 - Runner - Look Away: SK Shlomo (Music Video)

Oct 2018 - Runner - The First Time: SK Shlomo (Music Video)

April 2018 - Runner - Great Western Hospital: Disability Awareness (Training Film)

March 2018 - Runner - Great Western Railways: Conflict Management (Training Film)

Feb 2018 - Runner - 70 Years of Nursing: NHS England (Commercial)

Jan 2017 - Runner - Your Last 1000 Days: NHS (Commercial)

RUNNER Springhead Productions

September 2019 - Production Runner - Sorority (Feature Film)

RUNNER Video Matters

June 2016 - Runner - Drawing A Blank (Short Film)

RUNNER Dusthouse

September 2014 - Runner - Standing Still (Short Film)

RUNNER Agile Films

August 2019 - Runner - Heated (Short Film)

DIGITAL CONTENT PRODUCER Brave Scene

July 2018 - present (part-time)

Filming and editing social content for marketing and education purposes in the small business, as well as managing social media accounts.

LIFEGUARD Everyone Active

July 2016 - October 2017

Ensuring customer and team safety around the site and assisting in the leisure centre's operations.