

Ellie Davis

Production Runner

Bases in London, Manchester and Midlands. Will Relocate

07720 628 583

ellie.davis16@live.co.uk

Objective:

A ScreenSkills Trainee Finder Production Office Trainee 19/20 with experience of booking travel and accommodation, admin experience, working with minors, raising purchase orders and expenses. Working up to a career in production management.

Skills:

- Full Driving Licence
- Release Forms
- Booking travel and accommodation
- Administration Experience
- Responsibility of Petty Cash
- Working with Children

Scripted Television

Experience:

Bluebeat Productions LP: Deborah Aston PC: Jen McKeown	Small Axe	Oct 2019- Dec 2019	Production Office Runner - <i>Driving Cast and Crew (including Executive Producer), booking taxis and sourcing suppliers for set</i>
Children's BBC LP: Sam Milnes PC: Jenni Marques	Class Dismissed	July 2019 – Aug 2019	Production Office Runner - <i>Sourced items for filming, printed sides and collected props</i>
Rough Cut	Cuckoo	6 th June 2018	Day Production Runner
Short Form Film	Jamie Johnson	16 th Oct 2017	Floor Runner

Other Television

Experience:

Expectation Entertainment PM: Hannah Thompson	The Big Lunch Show pilot	Aug-Sep 2019	Production Secretary
Thames TV	The Greatest Dancer Auditions	Aug-Aug 2019	Day Runner
Thames TV	Britain's Got Talent Open Auditions	24th-25th Nov 2018	Day Runner
Wall to Wall	Back in time for School	28 th May 2018	Day Production Runner
Boundless	The Apprentice auditions tour	18 th Feb 2018	Day Runner

Education:

thecallsheet.co.uk • The Production Lab 2020 • Course covered: *Child Licences, Cast and Crew Contracts, Clearances and Paperwork* •

BA Broadcast Media • 2:1 • July 2016 • University of Brighton •

References available on request

GDPR Statement: This CV may be kept on file and distributed for employment purposes