

# Name Here

## Runner

Mobile: xxxxxxxxxx Email: [jonstewart@hotmailorgmail.com](mailto:jonstewart@hotmailorgmail.com)

- Car owner with clean UK license - Experience driving vans and minibuses - Own Laptop -  
Based in London - Bristol - Cardiff

### Profile

Recent graduate who has worked on xxxx student films and at the university radio station, looking to build upon my experience in the TV industry as a runner.

### Skills

---

- Good admin and paperwork skills.
- Knowledge of working in an office environment from various temping roles.
- Due to the nature of my degree I have experience producing documentation to accompany my projects.
- Furthered my Excel knowledge by taking supplementary courses at university.
- Experience with MS Office: Excel, Powerpoint, Word.
- Act quickly upon instruction.
- Good researching skills, finding contributors, casting for university productions.

### Student Films

---

Production	Title	Position
Uni of ....	xxx	xxx
xxx	xxx	xxx
xxx	xxx	xxx

### Office Experience

---

**Temping - a variety of roles** (June 2016 to present)

*Similarities with being a production runner:*

- Listen carefully to instruction

- Familiar with a variety of databases and CRM systems.
- Excellent telephone manner to deal with enquiries and referrals.
- Able to work on my own initiative with experience of many office settings.
- Experience filing both hard copies and digital copies.

## **Other experience**

---

**Sales Assistant - Apple Store Regent St, London** (June 2014 to June 2016)

*Similarities with being a Trainee:*

- Understand technology and its applications quickly
- Listen carefully to customers
- Working as part of a team
- Long Hours
- Hard Work

## **Education**

---

University of Life. BA (Hons) Film production.  
A-Levels in Geography, Biology and History.

## **References**

Name

Position

Contact details on request