

Isabelle Humphreys

Production Assistant

izzyhumphreys@gmail.com

07769341417

Car owner with clean UK license

Based in Essex

Production Experience:

2022

February

March

April

July

July

September – October

Industry Experience:

2022

20th June – 9th July

2021 – 2022

November – May

Non- Industry Experience:

2022

May – Present

2021

September – November

March – September

Education:

Reliable, organised and motivated individual, currently freelancing as a Production Assistant and Art Assistant. I previously worked as a Film Runner at MPC Film and have worked as a Production Assistant on several short films and one feature film, as well as working as the lead Art Assistant on 'Shlok Homyar', a Desi Sherlock Holmes, directed by Kunal Kohli. I also currently work part time as a Personal Assistant for a Crypto Currency Holdings company, gaining valuable admin experience and have completed several film courses from well-respected companies, including Raindance and City Academy. I am a quick learner, extremely self-motivated and thoroughly enjoy working as part of a team.

Production:

'Geraldine'
'We are Bleach'
'Black Money'
'Can The Moon Walk Me Home?'

Director/ Company:

Orange Soda Productions
Zoe Greenbaum
Gatton Films Ltd.
23 and Counting Productions

Role:

Production Assistant
Post-prod Assistant
Production Assistant
Runner/ Script
Supervisor
Production Co-ordinator
/Costume designer/
Production Designer
Lead Art Assistant

'The Legend of Pigman'
(Feature Film)

ChampDog Films

'Schlok Homyar'
(Feature Film)

Kunal Kohli

Role: Pre-Production Assistant

- Props Assistant
- Costume Designer
- Location Assistant
- Catering Management
- Scheduling and Call sheets

Film: 'The Legend of Pigman'

Role: Film Runner

- Providing a first-class hospitality service for client visits
- Ensuring kitchen, communal areas, screening and meeting rooms are clean and tidy
- Organizing staff meals and beverages
- Supporting the production teams with ad hoc tasks
- Front desk experience, dealing with onboarding, travel and day-to-day admin tasks
- Booking taxis for staff and clients and entering correct overhead numbers for invoicing purposes

Location: MPC Film

Role: Personal Assistant

- Managing the CEO's schedule and arranging meetings accordingly.
- Arranging all travel for staff, as well as organising all staff outings.
- Finding the company an office space in London, arranging and attending all viewings, negotiating with property owners and handling all financial information in regard to purchasing.
- Other general ad-hoc admin tasks.

Location: Zandro Holdings

Role: Junior Clerk

- Assisted over 110 barristers daily with a range of challenging, confidential and time-sensitive tasks
- Balanced a large number of difficult tasks a day, each with different deadlines and urgencies
- Developed new and more efficient organisational methods for the library, for example, putting our outdated filing system online in order to keep track of the books going in and out of the library daily
- Worked alongside a large team of clerks and junior clerks, balancing a mix of teamwork and individual responsibilities

Location: One Essex Court

Role: Runner/ Barmaid

- Front of house role with client facing responsibilities plus basic accountancy duties.
- Assisting the management team with all aspects of business requirements, for example, sourcing and replacing any unexpected shortages in inventory.
- Worked as part of a very busy team, ensuring my colleagues were supported through their day-to-day responsibilities, stepping into other roles within the service when staff-shortages occurred.

Location: The Victoria Tavern

- City Academy 5-week 'Filmmaking for Beginner's' course
- Raindance 'Saturday Film School' course
- Chigwell School 2010 – 2021

A-level grades –

Drama – A*

Psychology – A*

Biology – B