

# EMILY EDWARDS

Entry Level Runner | Bristol, Plymouth, Truro

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I have experience in producing student films and transferrable skills from retail and hospitality work. I am looking for entry level work as a runner/researcher and to pursuing roles within the editorial and development departments including researching, producing, and writing, particularly on female and queer stories and themes of mental health.

## EXPERIENCE

### NOVEMBER 2023 • WORK EXPERIENCE, TWO FOUR (ITV)

- Completed research tasks including fact checking for the editorial department.
- Generated ideas for a television show brief from the development department.
- Further tasks included creating a music playlist to fit the tone of a returning series, billings and credits, and exploring the office's various departments and roles, kit room, and facilities.

### OCTOBER 2023- (CURRENT) • SALES ADVISOR, NEW LOOK

Handling cash at the tills, customer service, processing orders and returns, processing deliveries, managing the fitting room, driving sales, cleaning and tidying the store.

### AUGUST 2023- OCTOBER 2023 • WAITRESS/BACK OF HOUSE, TRENNICK MILL

Food preparation, making coffees and other drinks, cleaning the kitchen area, cleaning all dishes and cooking objects, customer service.

### 2022-4 • E-LEARNING COURSES, SCREENSKILLS

Coronavirus basic awareness on production training. Addressing unconscious bias. Introduction to mental health awareness at work. Tackling harassment and bullying at work. Safeguarding for all.

## SKILLS

- Working to deadlines
- Cash handling experience
- Editing written work effectively
- Strong research skills
- Project running skills; contacting businesses, budgeting, interacting with the public
- Basic skills in logging, Word, PowerPoint

## HOBBIES AND INTERESTS

- Writing and storyboarding ideas, reading, and learning how film and television is made.
- Reading (contemporary and queer fiction), netball, sea swimming, history (particularly interested in Japanese history and 16<sup>th</sup>- 21<sup>st</sup> Century).

## EDUCATION

### SEPTEMBER 2022- AUGUST 2023

#### MA (HONS) FILM AND TELEVISION, FALMOUTH UNIVERSITY

Producer of student short films 'Hold it in', 'Heretic' and 'The Study of Meddling Manor', Production Assistant on 'The Orchard', completed inductions on various camera, lighting, and sound equipment, and set raising.

### SEPTEMBER 2019- SEPTEMBER 2022

#### BA (HONS) HISTORY WITH INTERNATIONAL RELATIONS, UNIVERSITY OF PLYMOUTH

Research, presentations, dissertation project, oral history project (including transcribing and interviewing), writing mentor.

This CV may be kept on file and distributed for employment purposes.