

# EMILY EDWARDS

Entry Level Runner | Bristol, Plymouth, Truro

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I have experience in student and independent films as a producer, runner and script supervisor, and transferrable skills from retail and hospitality work. I am looking for entry level roles within the development and editorial departments including researching and producing, particularly on female, queer, and mental health stories.

## EXPERIENCE

**2025 • ONLINE WORK EXPERIENCE,** CHANNEL 4 SKILLS

**2024-5 • E-LEARNING COURSES,** SCREENSKILLS

Coronavirus awareness. Unconscious bias. Mental health awareness. Harassment and bullying. Safeguarding.

**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, kitchen porter, customer service.

## SKILLS

- Working to deadlines
- Cash handling experience
- Editing written work effectively
- Strong research skills
- Project running skills: budgeting, contacting people, managing workflow
- Basic skills in logging, Word, PowerPoint, Excel
- Communication: interacting with the public, customers, managers and co-workers

## HOBBIES AND INTERESTS

- Learning how film and television is made, developing story ideas, and watching film and television.
- Reading (contemporary and queer fiction), netball, sea swimming, history (particularly interested in the 16<sup>th</sup>-21<sup>st</sup> Century and international relations).

## 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).

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