

# EMILY EDWARDS

Entry Level Runner | Bristol, Oxford, Plymouth

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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 production management departments including runner, logger, and casting assistant. Available with 4 weeks' notice.

## MEDIA EXPERIENCE

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

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

Production Safety Passport. Coronavirus awareness. Unconscious bias. Mental health awareness. Harassment and bullying. Safeguarding. Sustainability.

**MARCH 2024 (1 DAY) • SCRIPT SUPERVISOR/PROPS/SET DRESSER** YOUR TURN

Hightail Entertainment. Dir. Ashley Porciuncula

**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: creating a music playlist for a returning series, billings and credits, and exploring the office's roles.

## NON-MEDIA EXPERIENCE

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

Cash handling, customer service, effectively achieving targets and adapting to problems and changing conditions.

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

## SKILLS

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

## HOBBIES AND INTERESTS

- Film, television, and books that focus on female, queer, and mental health stories.
- Netball, sea swimming, history (particularly 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, completed inductions on various camera, lighting, 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.