

EMILY EDWARDS

Entry Level Runner | Bristol, Oxford, Plymouth

07582295367 • e.jade.edwards@gmail.com • Driving license, over 21

I have experience in student and independent films as a producer, runner and script supervisor, and transferable skills from retail and hospitality work. I am looking for entry level roles within the development and production management departments including production runner, logger and casting assistant. Available with 4 weeks' notice.

MEDIA EXPERIENCE

2025-6 • **VIRTUAL WORK EXPERIENCE**, CHANNEL 4SKILLS

2024-6 • **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/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 issues and changing conditions.

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

SKILLS

- 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, books, and podcasts (especially female, queer, and mental health stories, and current events).
- Netball, sea swimming, history (particularly interested in the 16th- 21st Century) and international relations.

EDUCATION

SEPTEMBER 2022- AUGUST 2023

MA (HONS) FILM AND TELEVISION, FALMOUTH UNIVERSITY

Producer of student short films, completed inductions on camera, lighting, and sound equipment, and set raising.

SEPTEMBER 2019- JUNE 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.