

ALICE MACKLIN

RUNNER

| 07492473973 | alicemacklin97@gmail.com | West Midlands (Birmingham) London and Aberdeen |

Highly driven, eager and personable individual who thrives in bustling, fast paced, high-pressure environments. Hoping to build a successful career in the industry in Production Management. I work well using my own initiative to complete tasks under time constraints with excellent attention to detail.

SKILLS

Strong production process knowledge | Production management experience | Data wrangling | Full clean driving licence (over 25) and access to car | Adobe Premiere Pro | Adobe Audition | Time management | Works well on own initiative | Excellent multi-tasking | Experience camera handling - Z150, C100 and C70 | Cash handling | Team management | Theatre and screen performance experience | Excellent organisation & planning | Duty manager/Supervisor experience | Strong administrative skills

MEDIA EXPERIENCE

SHOP SMART SAVE MONEY <ul style="list-style-type: none">Seeing to the needs of cast and crew.Data wrangling on location.Responsible for delivery of rushes from location.Assisting in creating a safe working environment.	NORTH ONE TV CHANNEL 5	LOCATION RUNNER	September 2023
KING CHARLES III CORONATION 'LIGHT UP THE NATION' <ul style="list-style-type: none">Cable bashing for camera crew operating dolly tracks.Seeing to the needs of crew throughout the day.Liaising with members of the public on location and distributing consent forms.Assisting the floor manager with public interactions.Managing props and visuals on camera.Working with public to keep morale on location.	BBC STUDIOS BBC ONE	LOCATION RUNNER	6th - 7th May 2023
TEEN MOM UK S9 <ul style="list-style-type: none">Organising transport for cast member.Distributing and managing contributor release forms.	TRUE NORTH MTV	RUNNER	27th April 2023
DICKINSONS REAL DEAL S19 <ul style="list-style-type: none">On comms calling for new items to be delivered and taken away from set.On the welcome desk issuing contributor forms and tickets.Seeing to the needs of crew throughout the day while working on podiums A&B.	RDF TELEVISION ITV	RUNNER	22nd April 2023
BIRMINGHAM COMMONWEALTH GAMES <ul style="list-style-type: none">Supporting the director and producer preparing and distributing running orders, daily run downs with previous match scores and any script or graphic changes.Keeping the timings and counting in any graphics, packages and replays.Reacting quickly and keeping calm under pressure and keeping clear and precise communicationQuick mental maths to keep up with timings of the live broadcast .	SUNSET+VINE	LIVE GALLERY PA	28th Jul - 8th Aug 2022

EMPLOYMENT HISTORY

MANOR PRODUCTION SERVICES

Office Assistant

June 2023 - Present

- Answering emails and phone calls to keep on top of daily admin work
- Assisting productions with call sheets
- Assisting production with fact checking
- Keeping the workplace clean and tidy
- Responsible for postage and deliveries for both production and post production

COSTA COFFEE

Barista Mestro (Supervisor/Key holder)

2017 - 2023

- Constantly building multitasking skills while also working under pressure
- Cash handling and daily banking
- Fast mental math skills
- Consistently working towards NPS goals, audits, brand standards and tight deadlines
- Ability to think in the moment and build on my creative problem solving skills
- Brilliant opportunity to build communication skills across a major collective of people.

ESCAPE HUNT

Games Master

2018-2020

- Completely dependent on personal time management abilities and keeping to time in each game
- Experience with Escape Room technology (ClogworkDog & ARVI) troubleshooting mechanics including VR Headsets.
- Hourly performances presenting to a full audience of customers.
- Working with the team for a seamless day of back to back bookings.
- Daily admin work - sending emails, booking and setting up meetings, working with large bookings of over 60 people, updating and inputting new bookings.

EDUCATION

BIRMINGHAM CITY UNIVERSITY
2020-2023 | BA (HONS) MEDIA PRODUCTION
2:1

BIRMINGHAM ORMISTON ACADEMY
2013 - 2015 | Extended Diploma in Performing Arts (Acting) -
D*D*D*

ST PETERS RC SECONDARY SCHOOL
8 GCSEs A-C (Mathematics, English, Science, Music, Drama)

CERTIFICATES

Fire Warden Theory Training Course - First Option (2023)

BAFTA - Albert Sustainability certificate

BECTU Creative Industries Health and Safety Passport

Tackling Harassment and bullying at work - ScreenSkills (2023)

Mental Health awareness - ScreensSkills (2023)

Coronavirus awareness in production - ScreenSkills (2023)

Diversity, equity and inclusion for the screen industries -
Screenskills (2023)

Addressing unconscious bias: basic awareness in the
workplace - Screenskills (2023)

[any references can be obtained upon request](#)

GDPR STATEMENT - This document may be kept on file or distributed for employment purposes



ALBERT
Grad