

CONTACT



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07557272771

Olivia Dias

RUNNER

LOCATION

Hertfordshire

Own transport and willing to travel

KEY SKILLS

- Full Clean Driving Licence
- Experience in Studio, on Location and Production Offices
- Radio Communication Experience
- Canon C100 Trained
- Handling Petty Cash
- Basic Adobe Photoshop/Premiere Pro
- Excellent Interpersonal Skills with Team and Talent
- Problem Solver

QUALIFICATIONS

- BAFTA: ALBERT Sustainability Certified 2020
- ScreenSkills: Coronavirus Basic Awareness on Production Certified 2020

EDUCATION

Birmingham City University
2017 - 2020
BA (Hons) Media and Communication
First Class Graduate

REFERENCES AVAILABLE UPON REQUEST

ABOUT ME

A recent first-class Media graduate seeking entry-level jobs in the television industry. I am a confident communicator and proactive individual who is able to take initiative whilst always maintaining an enthusiastic approach to my work.

MEDIA EXPERIENCE

The X-Factor: The Band | ITV | Stand-in 2019

Worked on the rehearsal for the final, assisting with camera and presenter rehearsals by acting as a stand-in for the contestants.

Sports Personality of the Year Awards | BBC | Seat Filler 2018

Worked as a seat-filler during the live broadcast of the programme.

Hat Trick Productions | Runner & Researcher 2018

During my placement, I assisted office runners and contributed to the research for the programmes *Have I Got News for You* and *Hypothetical*.

Doctors | BBC | Runner 2018

On my placement I used a radio to assist the runners by escorting actors to and from set and looked after the supporting artists and crew.

Radio 2 Live in Hyde Park Festival | Tour Managing Assistant 2018

During the festival I assisted The Band of Love's tour manager. I escorted them to press and the stage for their live performance and assisted the crew with their stage set.

All About Promotions | Office Runner 2015

I undertook general admin tasks and was involved in the promotion of music artists.

OTHER EXPERIENCE

BCU Equestrian Club | Social Secretary 2018 - 19

My role included managing social media accounts (including Facebook, Instagram and Twitter), responding to online queries and coordinating social events for club members.

Making Waves Swim School | Assistant Swim Coach 2015 - 18

Swim teaching gave me extensive experience of working with children as well as handling petty cash.

GDPR STATEMENT: THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES