

# Maisy Simms

Runner / Production Assistant

## Contact

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Please click [here](#) for my **Linked In** page

## Key Skills

- Full, clean UK driving license
- Highly proficient in Microsoft Office, Adobe Premiere Pro, Adobe Audition and Google Drive
- Excellent attention to detail and time management skills
- Clear communicator with strong interpersonal skills and teamwork
- Practical production experience gained at college includes: pre-production, risk assessment, scheduling, storyboarding, shooting and post)
- Resilient, hardworking and mature attitude (I was home-schooled and managed my own GCSE education)

## Education

- **2022-2024**  
West Herts College  
Level 3 BTEC in Creative Media (Film & Television Production);  
**Predicted Grade:** Distinction
- **2017-2022**  
Homeschooled to GCSE level with seven passes: Maths (5), English Language (6), English Literature (8), Film Studies (6), History (8), Biology (6), Art (9)

## Personal Statement

I am currently studying for a Level 3 BTEC Diploma in Film & TV Production at West Herts College, and am seeking entry-level opportunities as a runner in the film and television industry.

I am a highly organised, diligent and hard-working team player, and am passionate about production. I have a particular interest in cinematography which I hope to pursue as a longer term career.

## Experience

**Dec 2023 - Present**

### **Nena's Bakery, Berkhamsted, Hertfordshire Team Member**

Part time role at a busy independent bakery and café. Duties include till work, waiting tables and dealing with customers.

**Feb 2023**

### **Sky Creative Agency, Osterley, Middlesex Editing Work Experience**

Work experience at Sky's in-house creative department, which develops and produces promo and other material for the Sky broadcast platform. I worked in the busy editing team shadowing junior editors on several projects. I also devised and edited my own promo spot for the TV series 'Supergirl' using Adobe Premiere Pro.

**Aug 2022 – Oct 2023**

### **Waitrose & Partners, Berkhamsted Part-time Supermarket and Café Assistant**

My duties at Waitrose include helping to run the café, barista work, dealing with the public, stocktaking, and working on the tills.

## Interests & References

- I love to travel; I spent time independently visiting Italy and France last year and would like to plan more journeys in the coming years.
- I thoroughly enjoy cross-country running, gym fitness and yoga to keep fit. I am also a keen drummer (I'm currently studying for my Grade 2 exam) and a huge fan of music in general.
- My college studies are a big inspiration to me – particularly as a keen cinemagoer, but I enjoy all aspects of art and love creating pieces for myself in my spare time.
- **Excellent references are available on request**