

QUEEN BANERBIE



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.com



07535078956

EXPERIENCE

Freelance Film/TV: Assistant Director, Production Assistant & Runner | Aug 2019 - Present

- Admin duties
- Organize and adhere to schedules & call sheet
- Time management
- Conduct research
- Assist ADs, Director and other production team,
- Set dressing

Head Project Co-Ordinator & Production Manager | Leville TV | Present (Premalance)

- Casting
- Organize projects
- Create and manage schedule and coordinate accordingly
- Follow up with post-productions
- Liaise with other team members
- Report to Producer

Production Assistant | Peloton UK | Oct 2018 – July 19

- Creating daily schedules and call sheets
- Providing high quality customer service as a front of house representative of the company.
- Runner/Production Assistant duties
- Assisting talent
- Managing casted extras

Customer Service Manager | Ladbrokes | Aug 2016 – Oct 18

- Opening and Closing shop

Formerly known as Renai Banerbie

PERSONAL STATEMENT

I am currently a member of Maktub Theatre Company, and Freelancer, with a previous Masters degree, in international film production.

I have gained broad knowledge of the film/TV industry over last year two years, from studying a masters in Film Production (in association with Pinewood Studios) to hands on experience from jobs ranging from Production Managing to Running. My involvement in film/tv industry has allowed me to grow a deeper understanding and love for the craft.

Outside of the industry I have an extensive amount of experience in working in the customer focused environments. Highly focused with a comprehensive knowledge of how to maintain a professional, helpful and courteous relationship with customers. Having an enthusiastic and positive attitude and work hard to ensure that customers receive an excellent level of service whilst at the same time ensuring the highest level of enthusiasm and passion for the company.

I am presently aiming to obtain and develop my skills and understanding in front of and behind the camera in a flexible and innovative working environment position with a reputable production company.

- Money management, counting till and cashiering
- Delivering consistently exceptional customer service and resolving complaints and issues when necessary.

Customer Advisor | New Look | Aug 2015 – July 2016

Bartender | University Student Union | Feb 2015 – July 16

**Crew Member | McDonald's | May 2013 – 14 Picker
| Amazon | Dec 2012**

**Trainee Hairdresser | Wanda's Hair Expression |
Oct 2005 – 2010**

ADDITIONAL SKILLS

Full UK Driving License (currently driving) First

AID trained

Movie Magic Scheduling Software Final

Draft Scriptwriting Software

(Basic) Adobe Premier Pro & Final Cut Pro X

Microsoft Office: Word, Outlook & PowerPoint

Ambidextrous

SKILLS

An excellent level of written and verbal communication skills. Able to quickly gain extensive knowledge of a company products & services. Possessing a confident and articulate telephone manner. Experience of working night shifts, very flexible and easily adaptable, able to work as part of a team but understand the importance of independence and using initiative. Committed to promoting high quality standards at all times. Ability to stay calm under pressure. Able to react quickly and effectively when dealing with challenging situations.

EDUCATION

**Intermediate Level Training | 2019-2020
| Identity School of Acting**

**An Introduction to Screen Writing | University
of East Anglia | May 2020 | Short Course -
Online**

**Distinction | Masters in International Film
Production | 2017-18 | De Montfort University**

**2:1 | BA (Hons) in Performing Arts | 2013- 16 |
De Montfort University**

**First AID | Emergency First Aid at Work
| 2018-21**

Safe Guarding | Get Licensed | 2018 Hatch

End High School (2005-2009)

**9 GCSE's including Maths English Lit & Lang,
Health & Social Care and Leisure & Tourism &
Performing Arts**

FLEXIBLE AVAILABILITY

Reference available on request