

Sofia Lewis

Production Assistant

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Motivated and detail-oriented early-career professional with hands-on experience supporting projects and office operations in fast-paced environments. Proven ability to stay organised, manage multiple tasks, and support team members effectively.

Highly skilled in researching for and creating decks, managing call sheets, schedules and risk assessments, and general on set production. I am experienced in maintaining a functional, well-stocked, and professional office environment and working in-house at a production company. I have strong attention to detail & good time management skills. I am also adept in asset management such as Slate, Frame.io and hard drive management, and am proficient in both Google Suite and Microsoft Office.

Media / TV Credits

Year	Production Company	Production Title	Role	Producer	Director
2026	Kode Media	M&S 'Love That' Episodic Series - Block 9	Production Assistant	Emily O'Meara	Edie Amos
2026		Atlassian Cloudbound Interviews	Production Assistant	Nathan Killham	Johnny Marchetta / Bjorn Franklin
2026		M&S 'Love That' Episodic Series - Block 8	Production Assistant	Neil Edson	Edie Amos
2026		M&S 'Love That' Episodic Series - Block 7	Production Assistant	Emily O'Meara	Edie Amos
2025		M&S 'Love That' Episodic Series - Block 6	Production Assistant	Emily O'Meara	Edie Amos
2025		Gymbox Content Marketing Campaign	Production Assistant	Emily O'Meara	Johnny Marchetta / Bjorn Franklin
2025		M&S 'Love That' Episodic Series - Block 5	Production Assistant	Emily O'Meara	Edie Amos
2025		M&S 'Love That' Episodic Series - Block 4	Production Assistant	Emily O'Meara	Edie Amos
2025		M&S 'Love That' Episodic Series - Block 3	Production Assistant	Emily O'Meara	Edie Amos
2025		Perrie - Rocket Scientist	Production Assistant	Voy Czarkowski	Dora Paphides
2025		M&S 'Love That' Episodic Series - Block 2	Production Assistant	Neil Edson	Emily Freda Sharp
2025		Perrie - If He Wanted to He Would	Production Assistant	Voy Czarkowski	Dora Paphides
2025		M&S 'Love That' Episodic Series - Block 1	Production Assistant	Neil Edson	Emily Freda Sharp
2025		Johnnie Walker x Robert Wun	Production Assistant	Amara Rossell	Lu Xiao Wei
2025		Hexclad x Yuki Tsunoda	Production Assistant	Emily O'Meara	Peter Banks
2025		Sugababes Shook	Production Assistant	Lottie Lindsay-Beavan	Dora Paphides
2025		The Last Dinner Party Killer	Production Assistant	Lottie Lindsay-Beavan	Harv Frost
2025		Hexclad Open to Close Doco w/ Gordon Ramsay	Production Assistant	Emily O'Meara	George Wasgatt
2025		Nothing Elekid	Production Assistant	Jamie Brewer	Jon E Price
2025		Olly Murs Tour Visuals 2025	Production Assistant	Anita Okpongete	Beth Honan (Creative Director)
2025		Picture Parlour Who's There to Love	Production Assistant	Lottie Lindsay-Beavan	Harv Frost
2025		Sugababes Jungle	Production Assistant	Lottie Lindsay-Beavan	Dora Paphides
2025		Sunflower Bean There's a Part I Can't Get Back	Production Assistant	Lottie Lindsay-Beavan	Harv Frost
2025		TUI Podcast Visuals Russel Kane	Production Assistant	Lottie Lindsay-Beavan	James North (Photographer)
2024		Amazon +44 Mabel ft. King Promise	Production Assistant	Anita Okpongete	Chris Chuky
2024	Love Song Films	British Gas Channel 4 Homes	Production Runner	James Greenall	Andy Freeman
2024	Prometheus Studios	History Channel Ancient Aliens	Production Assistant	Amanda Rubin (FP)	N/A
2024	Amazon Prime	Citadel Season 2	Crowd Welfare PA	Geoff Haley	Joe Russo
2024	Zing Films	Training Tape (NDA)	Production Runner	Sarah Beadsmoore (EP)	Tim Frewer
2024	Prometheus Studios	History Channel Tales of Oak Island	Production Assistant	Mark Radice (FP)	N/A
2024	VCCP / Girl & Bear	Walkers x UEFA	General Runner	Rebecca Hunnybun	Robert J Wilson (Photographer)
2024	Really Creative Media	Oxford Nanopore London Calling	Production Runner	Nick Dew	Nick Pinn (Vision Director)
2024	Prometheus Studios	History Channel Ancient Aliens	Production Assistant	Michelle Darling (FP)	N/A
2024	Uncommon Creative	Marshmallow Sing When We Are Winning	Production Runner	Manon Rees	Emily McDonald
2024	Playhouse Pictures	Calum Scott Lighthouse	Production Runner	Adriel Thomas	Ben Newbury

Employment History

Dates	Company	Role Description
February 2025 - February 2026	Kode Media	Production Assistant
September 2023 - January 2025	Just Runners / CallTime	Freelance Runner, Receptionist, PA
October 2022 - July 2023	John Lewis Partnership	Cafe Assistant

Skills	Education
- Proficient in Google Workspace and Microsoft Office - Asset and hard drive management - Administrative & office support - Organisation & time management - Adaptability in fast-paced environments - Problem solving & proactive thinking - Excellent communication skills	APA Masterclass 2026 Creative Media Skills Institute + Bucks College Group UAL L4 Film Production Wycombe High Grammar School A Levels (Business + Psychology) and GCSEs