

## Tom Molyneux CV

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New Zealand Working Holiday Visa Holder

### Television Experience

November 2018: **Drone Steward/ Runner - Armed and Deadly: Gangs for EndemolShine North**  
(Prod. Manager Amanda Cuttell)

June 2018 – November 2018: **Production Management Assistant/ Studio Runner - Sunday Morning Live BBC Studios Pacific Quay Productions** (Prod. Manager – Jon Briest)

March 2018 - June 2018: **Production Management Assistant - Catie's Amazing Machines for BBC Children's** (Prod. Manager – Brooke Clegg)

March 2018: **Runner - Right On The Money for BBC Studios** (Prod. Coordinator – John Marques)

February 2018: **Runner - Chicken (auditions) for Stellify Media** (Prod. Manager – Verity Quinn)

February 2018: **Runner/Logger - The Voice Kids for ITV** (Prod. Coordinator – Amanda Lepley)

February 2018: **Subtitled - Premier League Productions** (Prod. Coordinator – Darren March)

July 2017 – September 2017: **Pre Production Assistant - Emmerdale at ITV Studios**

- Ten week secondment

April 2016 – December 2017: **Office Runner/Administrator - Emmerdale at ITV Studios Leeds**

- Production office administrative duties.
- Processed expense accounts on behalf of the costume department.
- Transcribed episodes and used Silvermouse to complete postproduction paperwork.

### Other Employment Experience

January 2016 – March 2016: **Meeting Rooms Coordinator at GroupM**

July 2015 – September 2015: **Intern at Lou Coulson Associates**

### Qualifications

University of Brighton 2010-2013 - Film & Screen Studies BA Hons classification 2:1

### SKILLS AND EXPERIENCES

Competence with full Microsoft Office Package	Experienced in Windows and Apple OSX operating systems	Use of video editing packages including Adobe Premiere
Phone experience with external clients	Cash handling	Customer service experience
Experience with Silver Mouse.	Full, clean UK driving license	Trained in Wincaps software at Premier League Productions