

**Nationality:** British

**Telephone:** +64272812409

**Email:** hannahgrun@outlook.com

**Location:** Mount Victoria, Wellington, NZ

**Date of Birth:** 30.03.1995

## Hannah Grun

Friendly and self-motivated anthropology graduate from London, with experience as a runner, researcher and personal assistant to a documentary broadcaster. Living in New Zealand on a one year working holiday visa, looking for work on active or soon to run productions in Wellington. Comprehensive ability to adapt to new situations and apply initiative.

### Production Experience

<b>May 2018 - July 2018 (3 months)</b>	<b>Studio Assistant at Fox Sports, Sydney Australia</b> <ul style="list-style-type: none"><li>• Supported staff from all departments, demonstrating excellent interpersonal and organizational skills</li><li>• Looked after guests, sportsman and interviewees attending live filming and assisted crew in general runner duties</li><li>• Prepared correspondence, meeting rooms and courier deliveries</li></ul>
<b>February 2017 – June 2017 (5 months)</b>	<b>Runner at Standby Productions, Manchester UK</b> <ul style="list-style-type: none"><li>• Assisted in pre-production and on shoots, organizing travel arrangements and watching over time management on set</li><li>• Liaised with potential clients and suppliers of Standby Productions, helping to expand the business network of the company</li><li>• Ran risk assessments, created call sheets, production schedules (InDesign) and casting calls</li></ul>
<b>Sep 2016 - July 2017 (One year)</b>	<b>Head of Documentaries and Factual at Student TV society, University of Manchester UK</b> <ul style="list-style-type: none"><li>• Collaborated with a number of charities supporting refugees and the homeless in Manchester</li><li>• Held regular meetings with members to brainstorm ideas, delegate roles and discuss progress</li><li>• Short documentary <i>Manchester against Trump's Muslim Ban</i> nominated at National Student Television Association awards</li></ul>
<b>October – November 2017 (6 weeks)</b>	<b>Internship at Wall to Wall Television, Warner Brothers London UK</b> <ul style="list-style-type: none"><li>• Conducted specific research tasks for <i>Who Do You Think You Are</i>, BBC and upcoming PBS program via archives and internet sources</li><li>• Co-ordinated prop deliveries and crew schedules</li><li>• Carried out archive research for upcoming factual programme <i>First Peoples</i>, PBS: archive, internet</li></ul>
<b>July 2016 – September 2016 (3 months)</b>	<b>Personal Assistant to Bettany Hughes - an award-winning historian, author and Broadcaster, London UK</b> <ul style="list-style-type: none"><li>• Carried out administration and promotion for the launch of her book 'Istanbul: A Tale of Three Cities'</li><li>• Undertook specific research and pre-production tasks for upcoming documentary set in Cyprus</li><li>• Managed social media accounts and gathered public feedback for her BBC radio 4 shows</li></ul>

### Volunteer Experience

<b>June 2018</b>	Runner at Sydney Film Festival
<b>August 2019</b>	Runner at New Zealand Film Festival

### Additional Experience

<b>November 2019 - June 2020 (8 months)</b>	<b>Personal Assistant at New Zealand Transport Agency, Wellington NZ</b> <ul style="list-style-type: none"> <li>Supported the Safer Rail Manager and was responsible for external Comms, reporting, administrative support and large scale event organisation</li> </ul>
<b>July 2019 – October 2019 (4 months)</b>	<b>Executive Assistant at Ministry of Justice, Wellington NZ</b> <ul style="list-style-type: none"> <li>Assisted four Executives overall including the Deputy Secretary, Māori Strategy Chief Executive, Chief Science Advisor and the Director for the Office of the Deputy Secretary</li> </ul>
<b>May 2019 – July 2019</b>	<b>Casing advisor for the Mycoplasma Bovis Programme at the Ministry for Primary Industries, Wellington NZ</b> <ul style="list-style-type: none"> <li>Analysing information from disease databases and more directly from farmers to trace the movements of the Mycoplasma Bovis infection</li> <li>Joining a high-pressured surge team with specific deadlines</li> </ul>
<b>July 2018 – Dec 2018 (6 months)</b>	<b>Sales and Marketing Administrator at PetSure, Sydney Australia</b> <ul style="list-style-type: none"> <li>Produced a range of quality communications across various marketing media including design of website, brochures and emails</li> <li>Liaised with large partners such as AAMI and Velocity to increase sales and established a new partnership on my own accord</li> </ul>

## Education

<b>2014-2017</b>	<b>University of Manchester</b>  Graduated with 1st class honours in BSocSc Social Anthropology. Modules taken in documentary filmmaking.
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## Key Skills

### Driving

Full UK driving license and ownership of car

### Communication

Excellent written and verbal communication skills. Confident and polite telephone manner. Highly experienced in customer orientated roles.

### Adaptability

Range of roles undertaken in multiple countries with positive feedback from managers and team members.

### Coordination

Very experienced in planning, time management, distributing information, organising travel and completing tasks in a high pressured environment.

### Research

Confident conducting scholarly research via the library and internet for university essays and for past work experience. Also have specific research experience searching through newspaper and video archives.

### IT

Fast and proficient in Microsoft Word, Excel, MailChimp, Outlook and ForScene (video editing and data logging).

References available upon request