

020 455 4591

[alexa.shaw@outlook.com](mailto:alexa.shaw@outlook.com)

NZ restricted driving license and own car

Based in Wellington but happy to travel

Reference - Tom Precey EP of Teepee Films [tom.precey@teepeefilms.com](mailto:tom.precey@teepeefilms.com)

## Alexa Shaw - Production Assistant

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Having worked in the London film industry for 3 years I have moved to Wellington and can't wait to get stuck in. I am very enthusiastic, highly organised and enjoy working hard in a collaborative film crew to produce something excellent.

I have worked across commercials, short films, music videos, and documentaries as a Runner, Junior PA, Director's Assistant and Production Assistant on a variety of projects from small budget music videos to a Disney short film Dir. Taika Waititi.

### SELECTED CREDITS

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Production Assistant – Mercedes-Benz commercial campaign  
Teepee Films | London | Aug 2025

Junior Production Assistant – 'The Boy and The Octopus' Dir. Taika Waititi for Disney  
Hungry Man | London | Apr - Jun 2024

Production Assistant – Various Marks and Spencer commercial campaigns  
Teepee Films | London | Nov 2024 - Nov 2025

Production Assistant – Jianbo 'None Like Us' Music Video  
Teepee Films | London | Jun 2025

Production Assistant – 'Grounded In' Short Film Collection  
Teepee Films | London | Jun 2025

Production Manager – Holyseus Fly 'Arms Unfolding' Music Video  
Teepee Films | London | Aug 2025

Production Assistant – Sprive commercial campaign  
Teepee Films | London | Nov 2024

Production Assistant – 'Swimming in It' Short Film Dir. Chris Parton  
Teepee Films | London | Sept 2024

Production Assistant – 'Right to Race' Documentary Dir. Richard Bullock  
Hungry Man | London | Summer 2024

Junior Production Assistant – Nationwide commercial campaigns (x3)  
Hungry Man | London | 2024

Junior Production Assistant – ASDA commercial campaign  
Hungry Man | London | June 2024

Junior Production Assistant – Glenmorangie commercial campaign  
Hungry Man | London | Sept 2024

Production Runner – Lemonade Dolls commercial campaign  
Hungry Man | London | Feb 2024

## EXPERIENCE

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### **Teepee Films, London** — *Production Assistant*

October 2024 - November 2025

- Working across pre-production, production and post production on commercials, short films, and music videos.
- Managing catering, travel and equipment on set.
- Booking freelancers and equipment for productions.
- Creating and distributing callsheets, risk assessments, and movement orders for shoots.
- Creating draft budgets based on briefs and looking after the document until the very end of the project - fixing any excel formulae as appropriate.
- Filling and processing of all invoices from productions (up to 200)
- Organising and booking international travel and accommodation for crew incl. Directors.
- Forging and managing relationships with location owners, crew, diary services, and many rental houses to build my own network.

### **Hungry Man, London** — *Junior PA / Team Assistant*

December 2023 - September 2024

- Managing international travel and work visas for crew - including bringing a crew of 6 from LA, and organising a documentary crew from Australia to tour Europe and creating travel itineraries.
- Creating casting and location docs for top directors including Taika Waititi - liaising with Casting Directors and Location Scouts.
- Acting as a Directors Assistant when high profile Directors visited London - gathering per diems and working with hotel staff to set up their rooms with their favourite drinks and snacks, and assisting with anything they need including arranging and taking a Director to a suit fitting.
- Liaising and running zoom calls across 4 time zones (London, New York, LA and Rio de Janeiro)

### **Various Production Companies and Post Houses, London** — *Runner*

September 2022 - December 2023

- Provided excellent support to Producers, helping with an ad hoc tasks with great enthusiasm.
- Greeted clients and visiting Directors with excellent hospitality.

## EDUCATION

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Advertising Producers Association Masterclass 2024 — *Distinction*

Arts University Bournemouth — *BA (Hons) in Film Production, 2:1*

A-levels in Physics, Chemistry and Mathematics. 11 A\*s at iGCSE

## SKILLS

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- Production documentation incl. Callsheets
- Budget creation and tracking
- Travel coordination
- PremierePro
- Invoice processing
- Handling confidential information for well-known Directors and Cast
- Cross-department communication
- High work ethic
- Working with Clients and Agency