

DANIELLE TOPAZ

RUNNER

danielle.topaz@gmail.com | 07972 011843 | Bristol
Full, clean driving license

KEY SKILLS

- Confident driver
 - Fluent in French
 - Data wrangling experience
 - Logging experience - very comfortable with ForScene
 - Efficient and effective research skills
 - Handling time-sensitive rushes
 - Reception and administration
 - Extensive hospitality experience
 - Excellent customer service and good telephone manner
 - Handling floats and petty cash
 - Handling release forms
 - Liaising with talent and contributors for large auditioned formats
 - Excellent verbal and written communication skills
 - Excellent formal and creative writing skills
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EXPERIENCE

- **Office runner/production assistant: Happy Hour Productions (Apr 2018 - Jul 2018):** extremely varied role included cast/crew/locations research, assisting on location, checking and organising playouts, raising POs, stock taking, general office admin, edit assisting, completing production paperwork
- **Logger: *Gold Rush 8*, Raw TV (May 2017-Oct 2017)** Logging high volumes of footage accurately and efficiently for a large reality format show.
- **Production Runner: *betty TV Bristol* (Mar 2017-May 2017)** Organising, sourcing and helping pack gear and supplies in preparation for a shoot in a dangerous location as well as arranging flights, travel documents and some research
- **Logger: Basecamp Films Ltd (May 2017)** Line manager: Tim Walker
- **Post-Production Runner: Evolutions TV Bristol (July 2016-Mar 2017)** Line manager: Briega Wilcox and Chris Inwood
- **Location Runner: *NYX Face Awards*, *Bespoke Banter* (July 2016)** Dir. James Finan
- **Production Runner: Keo Films Bristol (Apr. 2016)** Manager: Dulcie Arnold
- **Junior Development Researcher: TwoFour London (Oct. 2015)** Manager: Ed Phillips
- **Office Runner: *Vertigo Films* (Sept. 2015)**
- **Location Runner: *The Stag*, *Infinite Wisdom Media* (Aug. 2015)** Dir. Michael Ford
- **Set Runner: *Dickinson's Real Deal*, RDF West (Feb. 2013 and Jul. 2014)** Line manager: Rhiana McDade
- **Office runner/Jr. Development Researcher: Mentorn Media London (Apr. 2013)**

- **Audition Runner: *Britain's Got Talent* 7 and 9, Thames TV (Nov. 2012 and Oct. 2014)** Line manager: Chris Hill
 - **Delegate: MGEITF's The Network TV Talent Scheme (August 2012)**
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EDUCATION

- **University of Southampton** (Oct '13—June '16) BA English, classification 2:1

References available upon request