

## TEGAN JADE PARKER

07468566901 | tegan.parker@icloud.com | Full Clean Driving License 21+ | BA Television & Radio (2019-2022)

I have a vast range of experience due to my ambition and excellent work ethic, I am constantly aiming to better myself as shown on my CV through working a full-time role I managed to balance gaining roles to expand my network and skillset. I'm determined to pursue my career in the media industry and thrive in environments where I can be pushed. I'm passionate about television and want to progress in all the roles that I do with the end goal of writing and producing.

### Skills and academics

Confident driver with own vehicle, Video editing: Adobe Premiere Pro, Final Cut and Luma Fusion, Coronavirus Basic Awareness on Production training Certificate and Albert Sustainable Production Training Certificate, DBS checked, Experience handling various camera and lighting equipment, Budgeting, cash handling and management, Experienced with general computer software e.g., Arthur, Siso, Excel, DPO system.

#### **Runner | Worker Bee Media Production | Hot Wheels | April 2023**

- Helping to ensure the smooth running of the show, looking after both crew and production

#### **Locations Assistant | Warner Bros. | Waterloo Road | July 2022 to April 2023**

- Being on hand to ensure the location is ready for filming by reading ahead on the call sheets and liaising with the director
- Facilities management and maintaining the smooth operation of the base
- Creating Movement Orders for location and base days
- Managing the security, cleaners, honey wagons, caterers, and various other companies, ensuring that I built good relationships
- Dealing with invoices, ensuring they are correct and creating DPO's
- Paying location owners and ensuring location agreements are signed
- Building a rapport with residents around base and location
- Attending recce's and production meetings so that I can plan what's needed for the upcoming days
- Letter drops, assembling EZ Ups, temperature control, health, and safety (lighting pathways and putting down grit), stock management; ensuring items never run out

#### **Gallery Runner | BBC | Morning Live / Gethin Keeps Dancing | March 2023**

- Keeping energy high, ensuring crew were happy with constant snacks and drinks due to my shift being the final push (1am -11am), bringing guests up to the studio and walking them to taxis at the end, shop runs, food orders, cleaning up

#### **Runner | THAMES TV | Mamma Mia! I have a dream | February 2023**

- Calling contestants that got through stage 1 to the next audition, guiding them through signing release forms, taking a photo of their passport and them to upload onto the casting system

#### **Cast Runner | ITV | Britain Get Singing | October 2022**

- Looking after my team (the cast of Emmerdale), grabbing lunch and coffees etc and building a rapport with them as the days tend to be intense and it was important to keep their spirit's high while keeping them to the tight schedule

#### **Studio Runner | Studio Lambert | Naked Attraction | August 2022**

- Working closely with the Casting producer to ensure the "pickers" are prepared for the show will keeping their welfare in mind
- Communication with other runners to ensure that the "picker" didn't see the "pods" prior to filming

#### **Studio Assistant | Versa Manchester Studios | July 2022**

- Being the first point of contact when crew, cast and guests enter the studio

- Ensuring the studios withhold high standards by organising the space while going above and beyond

**Rushes Runner | ITV | The Bay | June 2022**

- Helping with general office duties at base, collecting and delivering items for production before driving to location where I would act as a runner until the wrap, then later drive rushes to Dock 10

**VIP Assistant | Live Nation Entertainment | Alicia Keys, Harry Styles | June 2022**

- Pre-production including setting up of the VIP lounge, preparing goodie bags and learning the venue
- Checking in and directing guests when they arrive, ensuring they receive high quality customer service

**Floor Runner | Warner Bros. | Waterloo Road | May 2022**

- Working closely with ADs to organise extras and main cast members, using cans to que extras
- Assisting with the smooth running of filming, general on set duties ensuring crew are happy

**Production Runner | Paragon Pictures | March 2022**

- Communicating with AD and Director to ensure cast and props are on time and in the right place
- Looking after cast, organising food/drink orders, location marshalling, any general on set duties

**Trainee Researcher | Toasted Productions | February 2022 – April 2022**

- Researching topics for features and location scouting for future productions
- Creating excel sheets and other production paperwork

**Rushes Runner | All 3 Media | November 2021**

- Travelling from Manchester to London and back on a schedule
- Being solely responsible for the rushes

**Production Runner | BBC One | The Big Questions | March 2020**

- Green room host, greeted and organised the special guests
- Setting up and preparing the set and green room the day before

**Work Experience | BBC Radio Jersey/Channel TV | January 2020**

- Recorded Vox Pops and created packages for Radio, used Dira, Open Media and other industry standard software
- Shadowed voice coaching, location filming, in Studio and in Gallery, Sourced and researched stories

**Production Runner | Dock 10 Create | Bupa Advertising Campaign | November/December 2019**

- On set duties, preparing props, equipment and generally helping with anything and everything to ensure things ran smoothly
- Ensuring crew have warm drinks and their food is on time, working with the talent to ensure they are happy and comfortable

I consent to this CV being kept and shared for employment purposes.