



# Faye Donnellan

I am a imaginative, passionate and creative individual who is eager to dedicate and gain more experience in broadcasting/ media production field.. My strong work ethic has supported my profound love for media. Since the age of sixteen I have independently travelled across the UK seeking the best training and work opportunities. Whilst at nineteen I have created and started producing work with my production company “The Tempest Studios”

## CONTACT

## DETAILS

### **Address**

Merseyside - 74

Childwall Valley Road

L164PF

London - 172 Green

Lane HA88EJ

### **Mobile**

07801567122

### **Email**

fayedonnellan123@out

look.com

### **SKILLS**

Administration

Photography

Runner/ 1st Ad

Experience

Research /Planning

Content Creation

Communicating artists

via email and phone

## **EXPERIENCE**

### **The Tempest Studios - September 2018 - Present**

Scriptwriter/ Producer/ 1st Assistant Director

Create and write both the concepts and scripts for each project.

Organise budgets, functions sheets, shot lists and details when hosting events.

Communicate confidently with a variety of different filmmakers and artists who could collaborate and assist with production.

Note take all continuity moments and mistakes.

Keep to time schedule and follow the function sheet of the shoot.

Set Deadlines for projects to be completed by.

Assist on social media (creating, editing, making posts)

### **Lime Pictures - July 2018**

Production Runner [Work Experience]

Assisted Producers/PAs with photocopying and general administrative work,

Setting up locations for a shoots and transporting cast, crew and production staff between offices, studios and shoot locations.

\*Assisted the PAs by hiring props and undertaking basic research.

\*Assisted PAs by making arrangements for staff. Ie booking meeting rooms .



## **Signature Living - March 2018- June 2018**

### **TECHNICAL**

Creative Assistant

### **SKILLS**

Camera [Canon, Sony,

Osmo]

Microsoft Office

[Excel, Word and

PowerPoint]

Storage and Sharing

[Sharepoint and Google

Drive]

Photoshop

Editing [Final Cut ]

\*Assisted head of creative by doing research tasks .Creating mood boards , price lists when hiring equipment, and sourcing and searching for new talent suitable for events.

\* Managed the Company's petty cash.

.\*Scheduled and booking meetings- leased and organised meeting place and time, with guest wrote down notes taken at the meeting and made arrangements catering to our guest.

\*Helped to set up location and rehearse with entertainment for hotel event, whilst fetching and carrying items, such as equipment, props and scripts.

## **KingsWay Wealth Management- July 2017-September 2017**

Administrator

Editing [Final Cut ]

Answered the telephone, took messages, delivered post to local clients, photocopied and performed general administrative work.

### **EDUCATION**

#### **National Film Academy,**

Applicant [Directing and Film Making Course]

\*Invited and informed clients of events, talks or future events via Email and Rezlynx.

\* Made arrangements for staff on location, such as booking meeting rooms or ordering food.

\*Maintained office filing and storage system.

\* Communicated with other departments about customer requirements.

**A Levels, Arts**

Educational School

London

[Acting BTEC, Media

A level and Drama AS]

### **Links to My Film Work.**

<https://www.youtube.com/watch?v=JVJ29jSkC8k> - Producer/ 1st AD

<https://www.youtube.com/watch?v=IdWwcrKiaqA> - Location Manager/ 1st AD

**GCSE's, Belvedere Academy Liverpool**

[10 GCSES from A-C

including Maths and

English ]

