

Leila Suharwardy

Production Runner

Manchester Based

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PROFILE: Highly motivated production runner with strong communication skills, adept at working in demanding environments and confident working in antisocial hours. I am passionate about my career in production management for factual television, however, currently, I am committed to gaining a comprehensive understanding of the industry to focus on building diversity and vision within my career.

SKILLS

- Researching (industry & academic experience) - Strong Administrative skills
 - Budgeting and Scheduling (industry & academic experience) - Studio, Office and Location experience
 - Good Knowledge of key software such as Google Apps & Microsoft 365 for budgeting and scheduling.
 - Effective Communicator and problem solver - Exceptional Interpersonal communication skills
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PRODUCTION EXPERIENCE:

- Production Runner** | [Thames Television](#) | [Britain Got Talent - Producer Tour](#) *November 2024*
On-the-ground support ushering and registering audience members and talent for audiences.
- Production Secretary** | [True North](#) | [A New Life in the Sun - Roadtrip Reversions](#) *October 2024 - November 2024*
Post Production support including preparing international post-production paperwork for international distributors.
- Floor Runner** | [So Television](#) | [The Graham Norton Show](#) *October 2024*
Set up Green Room set up for talent, audience ushering and studio support.
- Production Runner** | [BFI - SHORT](#) | [UNCOOL](#) *August 2024*
Supported organising the catering for cast/crew, location marshalling support and collecting and transporting equipment for the shoot.
- Floor Runner** | [Channel 4](#) | [The Piano Series 3](#) *July 2024*
Collected release forms from audience members (both adults and minors releases) using "RIMMS" and supporting the de-rigging after filming.
- Production Runner** | [ITN Production](#) | [The Poisoning: How to Kill your Husband](#) *July 2024*
Assisted with an interview set up and get out, camera and audio support during filming and liaising with the contributor during non-filming periods.
- Production Runner** | [ITN Production](#) | [MH17 10th Anniversary](#) *June 2024*
Assisted in equipment set up, and camera support during filming and liaised with contributors during the filming of the interviews.
- Production Runner** | [BBC](#) | [Repair Shop](#) *May 2024*
Supporting contributors during the location filming, organising filming notices, supporting the camera crew during clean-up and collecting release forms from contributors.
- Production Runner** | [SICK Festival](#) | [In our Nature](#) *May 2024*
Supporting the filming crew by collecting social media content. Handled equipment and filmed small sections of content.
- Production Runner (PLACEMENT)** | [True North](#) | [Renovation Nation](#) *Sep 2023*
Assisted in post-production for series 2 of Renovation Nations. Tasks included researching, fact-checking, completing voice-over scripts, supporting the calculation of the Albert Carbon Calculator and confirming releases from all contributors.
- Production Runner** | [BBC](#) | [Musical Storyland](#) *Jul 2023*
Supported the design team during the set-up and stage support for the talent during filming.
- Location Marshall** | [HBO](#) | [The Palace](#) *Apr 2023*
Assisted the set up during filming days (including the Greenroom) and supported the clean up of the location after the shoot was completed.
- Production Runner** | [Modest TV](#) | [Eurovision Handover and Allocation Draw](#) *Jan 2023*
Production office & Art Department support during pre-production, greeting guests and organising.
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OTHER EMPLOYMENT:

- Visitor Operations Coordinator** | [Factory International](#) *Sep 2023 - October 2024*
Led the development of Factory International's current accreditation system covering music events, theatre productions and daily events.
- Front of House Coordinator** | [Factory International](#) *May 2023 - Jul 2023*
Managed FOH staff for different venues including scheduling and budgeting for FOH staff. Lead Coordinator for accreditation for Manchester International Festival 2023.
- Executive Assistant** | [Factory International](#) *May 2022 - Sep 2023*
Extensive calendar and diary managed for three directors at Factory International. Key roles included scheduling travel, researching, minutes taking and managing expenses.
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EDUCATION:

- MA Production Management for TV, Film and Digital Media - Distinction *Sep 2022 - Sep 2023*
BSc Psychology - First Class with Honours *Sep 2017 - May 2021*

References - Available upon Request

GDPR Statement - This CV may be kept on file and distributed for employment purposes