

Aisha Graham

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At a Glance

- **Driving:** Full, clean driving licence and car-owner. 25+. Business insurance. Experience driving small, medium and long wheel-base vans.
- **Feature, TV, commercial, corporate, short and doc** experience on location and in studio.
- **First Aider, fully qualified** (St John Ambulance).
- **6+ yrs** in fast-paced, high-pressure and deadline-focused business environment.

Employment

Runner: 21 Feb-Ongoing. *DIY SOS*. BBC (One). PC: Laura Praciak. TV series (popular entertainment).

Co-Director, Assistant Producer: 10/11/12 Feb 17. *MAAXX*. UWE. Short, corporate.

Assistant Director: 2-6 Feb 17. *The Spirit of '58*. Dir: Patrick Nicholls. Short, drama.

Production Assistant: 31 Jan. *I am the Prize*. Dir: Oliver Purches. Feat, comedy.

Runner: 25-27 Jan 17. *QuickQuid*. Happy Hour Productions. PC: Pietro Herrera. Commercial.

3rd AD: 22 Nov - 5 Dec 16. *Goodbye Mr. Vampire*. Scene Productions. Dir: Jackson Pat. Feat, comedy.

Production Assistant: 11 Oct - 13 Dec 16. *Eyes and Prize*. Dir: Oliver Cain. Feat, horror/thriller.

Production Assistant: Sept -Oct 16. *Redcon-1*. Apocalypse Pict. Dir: Chee Keong Cheung. Feat, horror.

Co-Producer: Aug 16 - Ongoing. *Brexitannia*. Stereotactic Productions. Dir: Timothy Kelly. Feat, docu.

Location Assistant: Oct 2009. *Route Irish*. Sixteen Films. Dir: Ken Loach. Feat, drama.

Runner: Sept 09 - Jan 2010. *Honey Jar*. Dir: Neil Duffin. Short, horror.

Runner: Jan 2008. *Re-Run*. Blue Coat Arts. Dir: Janet Hodgson. Short, art piece.

Experience and Skills

Communication: Across departments and hierarchies; small, medium and large productions. Interacting with talent and contributors. Using radios. Confident and professional face-to-face, email, phone, video-chat etc. Being persuasive to secure contribution or free/discounted items (DIY SOS).

Administration: Running production office. Generating and distributing call-sheets, DOODs, unit lists, production and shooting schedules, sides etc. Managing budgets, petty cash, per diems, expenses, filing receipts. Handling incoming and outgoing emails and calls. Booking accommodation.

Organisation: Managing schedules of cast, crew and trainees. Aware of time-limiting factors i.e. natural light, permit expiration, location closes. Prioritisation of tasks and being proactive.

Set-up: Running of unit base/s and production office. Risk assessments.

Location: First to arrive. Challenging int. and ext. environments. Handling unit moves. Locking off.

Floor Running: Cast wrangling, crowd control. Handling contributors (factual) and general public. Making drinks and refreshments, cleaning, removing hazards.

Inventory / Stock: Managing allocation, charging and return of walkies as well as production-specific items e.g. build materials, tools etc. Sourcing and monitoring supplies for office, set, kitchen, bathrooms.

Driving: Travelling to and from location with kit/crew. Transporting cast. Driving small, mid and LWB vans and terrain vehicles. Managing fuel cards and accurately logging trips.

Sourcing: On-hand if urgent items/services required. Being budget conscious.

Delegation: Supervising and leading departments / small crew. Guiding and motivating.

Catering: Coordinating caterers, receiving, laying-out and serving food. Hygienically and responsibly disposing of and cleaning. Awareness of dietary requirements and allergies.

Props: Assisting Art Director with positioning props. Keeping prop-table tidy and secure.

Casting: Advertising for actors and participants. Contacting via phone, email and Skype.

Crowd-funding / Marketing: Setting up online campaigns and fund-raising events. Promotion.

Problem Solving: First on hand for HoDs to resolve issues and keep production running smoothly.

Sensitivity: Being supportive and sensitive to needs whilst being conscious of data protection and confidentiality laws.

Additional Experience

NB: Between Jan - Aug 2016 I backpacked around Asia and Australasia; visiting ten countries, writing a travel blog and self-shooting my experience.

Product Marketing Executive - Jul 2011-Jan 2016. Whitecroft Lighting Ltd.

- **Attention to Detail:** Meticulous scheduling to meet short and long-term goals. Managing 20 projects concurrently. Meeting strict deadlines from multiple departments. Being flexible.
- **Project Management:** Coordinating new projects from conception to launch - bringing to market and monitoring performance. Effectively interpreting Technical Director's 'Product Brief' ensuring all expectations are met. Forming, planning and organising product launch events across UK.
- **Administration:** Booking meeting spaces, transport etc. Navigating diaries. Generating brochures, exhibition stands and invites. Calling colleagues, businesses, customers. Processing invoices. Using Excel to high level (pivot tables, V-look ups, data tables, charts etc).
- **Collaboration:** Heading up stakeholder group for development and delivery. Leading weekly meetings to ensure stakeholders met deadlines. Communicating and motivating effectively.
- **Presenting:** Writing, formulating and delivering product launch presentations.

Volunteer - Bristol Radical Film Festival 2017.

Guest Speaker - Jan 25th 2017. University of West England.

Volunteer - Picnic in the Park Festival Sept 2016.

Guest Lecturer and Seminar Tutor - Oct 09, Oct 10, Oct 11. Edge Hill University.

Volunteer - Young Liverpool Film Forum - 2005 - 2010. FACT, Liverpool.

Education

06-09 - Edge Hill University - **BA (Hons) Film Studies with Film and TV Production - FIRST**

04-06 - King David / Childwall sixth Form - **A Level: Film Studies (A) English Language (B) Art (B)**

References available upon request.