

ANNA SCOTT

Studio Assistant/Secretary

Edinburgh, Lothians, Fife and Glasgow

07505 355 534

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EXPERIENCE

Debutante 2

Studio Runner/Assistant, Glasgow
May - August 2024
Studio Secretary, Glasgow
September - November 2024

First Stage Studio

Studio Assistant, Edinburgh
May - June 2024

Edinburgh Christmas

FOH, Event Team, Edinburgh
November 2023- January 2024
November 2024 - January 2025

Outlander/Blood of my Blood

Studio Assistant, Wardpark
April 2023 - August 2023
Production Runner, Wardpark
January 2024
Studio Runner (Dailies), Wardpark
February - March 2024

Screw 2

Locations/Studio Assistant Trainee, Glasgow
January 2023 - February 2023

Department Q

Crowd Floor Runner (Dailies)
April 2024

Portobello Amateur Swimming Club

Development Head Coach, Edinburgh
2015 - Present
Team Manager, Edinburgh
August 2019 - Present

Aquatic Learning

Swimming Coordinator, Edinburgh
August 2021 - April 2023
Swimming Teacher, Edinburgh
May 2017 - Present

EDUCATION

Film and Media Bachelors (Honors)

Queen Margaret University, Edinburgh
September 2017 – May 2021

REFERENCES

Available on Request

SKILLS

Time Management
Communicating with Crew, Contractors, Location Owners and the Public
Problem Solving
Coordinating and Management
Understanding and Enforcing Health and Safety
Fire Safety
Creativity
Organized
Dependable
Teamwork
Flexible
Handling Petty Cash and Equals Cards
Working with Children
Strong swimmer
Training
Creating and Maintaining Purchase Orders
Budgeting and Budget Tracking
Creating Long Term Plans
Prioritizing
Customer Service
Excel

Certifications

First aid at Work December 2024
British Red Cross Fire Marshall Training 2023
Electrical Safety Awareness 2024
Manual Handling Awareness 2024
National Progression Award Sports Coaching: Coaching Swimming (UKCC Level 1 & 2) 2019
Team Manager (Swimming) 2019

LANGUAGE

English