

Alexandra Herrtage

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+44 7488433323 Based in London

Available part-time or full-time,
employed or freelance.

Referees

Contact details available upon request

JSD, Managing Director: Ann Dowdeswell

Tinopolis, Head of Production: Julie Scott

Leaping Fox Films, Director: Tea Smart

I am a capable pair of hands no matter the task and am willing to work long hours and weekends. I am organised, punctual and invite feedback. I have a full clean driver's license and am happy to travel for work. I am experienced in solving problems, managing people, venues and budgets. I am not fazed by a high-pressure environment and can maintain the stamina to complete all tasks ensuring things run smoothly. I have a long-held interest in film and television and would appreciate any opportunity to break into the industry.

Education

2020-2024 University of St Andrews. 2:1 Joint Degree in Philosophy and Film Studies.

Experience

Aged 18-22

May 29th to 31st 2025 – Production assistant for Tinopolis: Video Arts, *Cyber Security Training* shoot.

May 21st to 26th 2025 – Production assistant for *HowTheLightGetsIn* Festival hosted by the Institute of Art and Ideas. Radio training, speaker liaising, green room assistance and general event running.

May to June 2025 – Assistant for Tinopolis: Mentorn Media. Organised storage logs and located tapes.

May 1st to 2nd 2025 – Production assistant for *Cotswolds: Field and Folk*, Leaping Fox Films.

September to December 2024 – Communications Intern at Indian non-governmental organisation: Seva Mandir, reaching over 1 million people around Udaipur. Social Media Marketing, editing crucial documents and fundraising pitches. Model and Shoot Assistant for partner clothing brand: Sadhna.

April 2023 to April 2024 – Executive Role of Clothing Swap Head for society: Sustainable Style. Managed a team of four to organise large events, gaining 300 new registered swappers. Monitored all stock, venues, budgets and logistics. Made a profit of £1208 and donated 50% to charity: Fashion Revolution.

June to July 2023 – Summer Intern at Jermyn Street Design (JSD), a bespoke uniform company with over 65 world-leading clients. Social Media Marketing, production department organisation, sustainability research, customer relations and administrative tasks.

January to March 2023 – Designer Publicity Officer for 'The Sustainable Style Charity Gala'. Raised £1399 for charity: Fashion Revolution. Content creation, Canva design, decoration and auction item sourcing, venue set up, logistics and event running.

June to August 2022 – Airbnb cleaner for St Andrews property owners. Waitress for the R&A's 'Niblick Brasserie' and private events server for high profile clients.

June 2022 – Events Assistant for the 'Sir Jackie Stewart Classic' raising over £125k for charity: 'Race Against Dementia'. Merchandise sales, fundraising, decoration set up and event running.