

JEREMY DAVIS

0478042262 | jeremydavis91.jd@gmail.com

Goes above and beyond to ensure high level performance is provided, team player, diligent and fast learning, can work autonomously, think quickly on my feet, high-level oral communication skills, personable and professional, thrives in high pressure environments, high standards of work, quality assurance

KEY SKILLS

COMMUNICATION & CUSTOMER SERVICE	<ul style="list-style-type: none">• Liaising with suppliers and supply representatives• Building relationships across a wide customer base• Working with broad range of film/TV internal and external stakeholders, such as editors, art department, lighting/electrical staff• Helping keep team morale at a high
DILIGENCE & ENTHUSIASM	<ul style="list-style-type: none">• Continual desire to learn new skills and take on further responsibilities• Promoted from waiter to barista to head barista to café manager• Increased responsibilities for production duties based on high performance
LEADERSHIP	<ul style="list-style-type: none">• Demonstrated capacity to manage staff and enhance business performance• Running a team of waiters and baristas as café manager• Management of weekly rosters and daily floats• Resolution of any staff complaints or incidents
QUALITY ASSURANCE	<ul style="list-style-type: none">• Overall eye for detail across roles to date• Effective time and stress management of workload in high-pressured environments• Ensuring order requests are correct and that deliveries are correct• Following up with suppliers if said delivery is not correct• Logistics of coordinating talent and crew movement on set

CAREER SUMMARY

Head Barista/Manager	Einstein's 251 Café	2016-2022
Art Department Runner/Props Assistant	'Speedway'	2022
	SLA Films	
Runner	'The Bachelor S10'	2022
	Warner Bros. Endemol Shine	
Runner	'The Roast of Paul Hogan', Ocean View Entertainment	2022
Runner/Production Assistant	'The Very Excellent Mr. Dundee'	2018-2019
	Clock Sounds Productions	
Runner	'That's Not My Dog'	2017
	Ocean View Entertainment	
Runner (pick-up shoot)	'Judy & Punch'	2018
	Seaside Productions	
Packer/Deliverer/Barista	Campos Coffee	2014-2015
Waiter/Usher	Gold Class, Village Cinemas	2012

CAREER HISTORY

ART DEPARTMENT RUNNER/PROPS ASSISTANT

‘Speedway’, SLA Films | 2022

- Experience set dressing
- Props aging and set decoration
- Driving of vans, 1T Trucks, 3T Trucks and Flatbed Trucks
- Experience sourcing and buying props and furniture for set dressing
- Sustained period of team work in a high-pressure environment

RUNNER

‘The Roast of Paul Hogan’, Ocean View Entertainment | 2022

- Personal Assistant to Paul Hogan
- Pick-up and delivery of talent, equipment and miscellanea
- On-set assistance in high-pressure environment
- Helping draw up administrative documents
- Networking and relationship building

RUNNER/PRODUCTION ASSISTANT

‘The Very Excellent Mr. Dundee’, Clock Sounds Productions | 2018-2019

- Personal Assistant to Paul Hogan for approximately 6 months
- Pick-up and delivery of talent, equipment and miscellanea
- On-set assistance in high-pressure environment
- Networking and relationship building
- Helping draw up administrative documents
- Sustained period of responsibility

HEAD BARISTA/CAFÉ MANAGER

Einstein’s 251 | 2016-2022

- High quality customer service and engagement
- Maintaining high standards of product and output
- Liaising with supplier representatives and ordering required stock
- Managing staff, staff timetables and daily floats
- Resolution of customer complaints

PACKER/DELIVERER/BARISTA

Campos Coffee 2014-2015

- Customer service
- Meeting daily deadlines
- Adaptability to different roles
- Enthusiasm to improve and learn new skills

WAITER/USHER

Name | Mobile | Email

Gold Class, Village Cinemas | 2012

- Customer service
- Adaptability to different roles

EDUCATION

Certificate of Mental Health Counselling | Box Hill Institute | 2020-2021

VCE ENTER score: 98.95 | Mount Scopus College | 2009

REFERENCES

Ella Lehaf

Production Manager, 'The Very Excellent Mr. Dundee'

ella@ellalehaf.com

0403 138 275

Sally-Anne Wilson

Production Manager, 'The Roast of Paul Hogan'

sall@netspace.net.au

0418 451 888

Nicole Bardy

Co-Producer, 'The Roast of Paul Hogan'

nicole@shanejacobson.com.au

0436344233

Gareth Wilkes

Art Director, 'Speedway'

gareth.wilkes@gmail.com

0407793478