

ELIZA PETERSON

Full Driving License and Own Car

Emergency First Aid Trained - Production Safety Passport

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ABOUT ME

I'm Eliza, I am an expert at identifying species of monkeys. Many might confuse a Squirrel Monkey with a Capuchin, but not me. It is this precise attention to detail and drive to learn that allows me to excel in production and administrative roles, bringing the precision and dedication needed to complete tasks quickly and effectively.

EDUCATION

Filmmaking, BA (First Class Honours)

Manchester Metropolitan University, 2022-2025

A-Levels - Mathematics, Psychology, Filmmaking (AAA)

Hills Road Sixth Form College, 2019-2021

WORK HISTORY

Lighting and Backstage Assistant | Cambridge Youth Musical Theatre Group

2017-2019

Developed a practical understanding of lighting set-ups and cues, with strong attention to detail. Assisted efficiently with set construction and the organisation and handling of costumes and props in a fast-paced backstage environment.

Festival Volunteer | Watersprite Film Festival

February 2020

Provided a professional, friendly point of contact for festival visitors and industry guests. Promoted the event while managing box office and ticketing with accuracy, clear communication and calm problem-solving under pressure.

Work Experience | Finance Unlocked

February 2020

Supported a corporate team with administrative and research tasks, demonstrating organisation, reliability and initiative. Gained experience assisting on an industry-standard film set, adapting quickly to instructions and working effectively within a production team.

Retail Assistant | Waitrose & Partners

September 2019 - August 2020

Helped ensure the smooth day-to-day running of the shop floor through strong time management and teamwork. Managed the bakery counter by delivering consistent customer service, maintaining a safe and tidy workspace, and coordinating stock and supply.

Bartender | 2468

January 2022 - May 2022

Trained in cocktail mixology and kitchen safety, working efficiently in a high-pressure environment. Collaborated closely with team members to manage orders, communicate clearly during busy periods, and monitor stock and restocking needs.

Driver & Service Volunteer | FoodCycle Cambridge

June 2023 - July 2023

Built positive relationships within the local community through reliable and friendly service. Coordinated donation collection and distribution, demonstrating strong organisation, problem-solving and responsibility while helping manage the smooth running of a community food hall.

SOFTWARE

Adobe (Premiere Pro, Illustrator, InDesign, Photoshop, Audition)

Microsoft (Word, Excel, Powerpoint, Teams)

Apple (Logic Pro, Final Cut Pro)

CERTIFICATIONS

Emergency First Aid at Work

British Red Cross, 2025

Film and TV Safety Passport

The Mark Millsome Foundation, 2025

Excel FUNDAMENTALS

Excel for Production, 2026

SKILLS

Research

Social Media

Logistics

Administrative Support

RECENT PROJECTS

Under the Rug (2025)

Role: Producer

Type: Graduate Short Film

Involvement: Project and team management, research, shoot scheduling, casting, fundraising, budgeting, promotion

Progress Showcase (2025)

Role: Primary organiser

Type: Event

Involvement: Event coordination and management, promotion, outreach

But Now My Eye Sees You (2025)

Role: Producer, Assistant Director

Type: MA Student Short Film

Involvement: Risk analysis, location research and coordination, shoot logistics

HOME Screening Event (2025)

Role: Co-organiser

Type: Event

Involvement: Event management, collaborator research