



ALEXANDRIA DOUGHERTY

Film Runner/Production Assistant

Motivated Communications and Marketing graduate with hands-on experience from student film projects, large scale events, and demanding hospitality environments. Comfortable juggling multiple tasks, supporting logistics, and communicating clearly under pressure. I pride myself on my ability to thrive and adapt in organised chaos. I have been recognised for my valuable contributions and positive attitude that I bring to every role. Excited to learn, grow and be challenged in the film world, which I have always admired and aspired to work within. Based in Auckland and moving to Melbourne next year, I am currently seeking Production Assistant, Runner or Publicity Assistant opportunities.

WORK EXPERIENCE

Event Staff Aug 2026
Nespresso Cloud World | Emotive PR

- Supported the production team in delivering Nespresso Cloud World, a branded experiential event produced by Emotive PR, working alongside New Zealand and Australian producers.
- Managed guest arrivals and registration, accurately checking guest lists and distributing colour-coded wristbands according to event requirements.
- Assisted with guest flow and event operations throughout the event, transitioning between responsibilities as required.
- Worked collaboratively with producers, event staff and venue personnel in a fast-paced live event environment, helping ensure the event ran smoothly.

Duty Manager/Bar Manager Jan 2026 – Present
Sunkist Bar & Kitchen

- Lead and supervise a combined team of bar and front of house staff during high volume service, ensuring smooth operations.
- coordinate staff schedules, task allocation, and shift responsibilities to maximise efficiency and customer service.
- Take ownership of opening and closing procedures, ensuring all operational tasks are completed accurately and on-schedule
- Manage inventory, place supplier orders, and monitor stock levels to ensure uninterrupted service

Event Staff May 2025 – July 2025
Univeristy of Otago Events

Front of House March 2023 – July 2025
Buster Greens Cafe

REFERENCES

Jayden Lawrence

Buster Greens
Owner

Phone: +64 27 865 9469

Email: Jayden@bustergreens.co.nz

Lavina Good

International Sports
Commentator

Phone: +64 21 242 9318

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CONTACT ME

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EDUCATION

Otago University

2022 – 2025

Relevant Coursework: Media Studies, Digital Media Production, Creative Project Planning, Project Management, Research & Interviewing Methods

QUALIFICATIONS

- **Bachelor of Arts** – Majoring in Communications & Marketing
- Barista Training (Basic–Intermediate)
- Full Driver's Licence (experience driving a van)
- Stukent Simternship

SKILLS

- Adobe Premiere Basics
- StudioBinder
- Davinci Resolve Basics
- Logistics Support
- Basic Production Knowledge
- Google Workspace
- Scheduling & Calendar Management