

# JAMES PUNSHON

## POST PRODUCTION ASSISTANT AND WRITER

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### PROFILE

Passionate and driven Bournemouth Film School graduate looking to build on administrative, comms and written skills previously gained in production. Alongside this, I offer experience writing for such publications as Hunger magazine, Polyester zine and Discussing Film.

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### CONTACT

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### SKILLS

Strong verbal and written communication

Excellent relationship building

Editing experience - AVID Media Composer, Premier Pro, DaVinci Resolve proficient

Proficient in IOS, Microsoft and Google Software.

**Full UK Driving Licence & Car Owner**

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### EDUCATION

#### Arts University Bournemouth

September 2020 - July 2023

BA Honours - Film Production (2.1)

#### Bedford Modern School

September 2018 - July 2020

A Levels - Film Studies (A\*), English Lit/Lang (A), Politics (B)

September 2013 - July 2018

GCSEs - 7 A-C grades, including English Language and Mathematics

### RELEVANT EXPERIENCE

#### Post Production Assistant

**Crime 101/Three Bags Full | Amazon MGM/Working title | June 2025 - Present**

- Working across two films organising worldwide travel and accommodation for cast and crew, creating TMOs and TAs
- Diary management, setting up meetings and liaising with the WT team
- Creating itineraries for preview screenings
- Working across clearances and liaising with relevant departments
- Sending over scripts and NDAs using Docusign and Scenechronize
- Cost tracking and managing POs
- Assisting with GFX

**Fly Little Bird | Freelance | February 2025 - June 2025**

- Leading the charge on ADR scheduling for a small indie feature, coordinating with cast and recording studios worldwide
- Assisting with VFX shots and raising POs
- Responsible for weekly post diary

**The Day of the Jackal | Carnival Films | February 2024 - June 2024**

- Providing day-to-day administrative support to the post producer, VFX and editorial team.
- Liaising daily with executive producers and talent
- Front of house duties and organising weekly social events in-house
- General office housekeeping and taking lunch orders
- Scheduling meetings and prepping rooms for viewing sessions
- Assisting with clearances and VFX master lists

#### Producer's Assistant

**Harvest/On Falling | Sixteen Films | July 2024 - September 2024**

- Working closely with the producers, assisting with general admin
- Booking flights/accommodation for the crew around the world
- Organising guest list for the films' premier at Venice, TIFF and LFF

#### Writer

**Freelance | December 2015 - present**

- Extensive experience of independent writing, running a personal blog since 2015
- Both print and online appearances in Hunger Magazine, Polyester zine, Discussing Film, The Indie Scene and GEM magazine
- Conducting interviews with a wide range of talent including: Emma Corrin, Aaron Pierre, Daniel Craig and Laurence Fishburne

#### Freelance Editor

**Law Training Centre | October 2024 - February 2025**

- Video editing professional corporate videos across YouTube and social media platforms
- Liaising with the Digital Marketing Manager to achieve a concise online presence for the company