

Che'vaun Kailan

Seeking entry-level roles within Set Dec as a Petty Cash Buyer

CONTACT

 07342752710

 Chevaunkailan@gmail.com

 Bedfordshire - willing to relocate

Practical and highly organised assistant with hands-on experience supporting live environments, set-ups and logistics. Recently completed the **Arts & Props Assistant Bootcamp at Sky Studios**, with working knowledge of prop handling, checking in/out, measuring in metric and imperial, and knowledge of how to source from prop houses. Strong background in fast-paced events, crew support, with proven reliability during long hours and late nights. Passionate about action films and love seeing how sets, props, and locations are used to make every scene feel real and immersive.

SKILLS

- Full manual license
- Own car
- Own laptop
- Microsoft Office
- Research
- Knowledge of prop houses
- Purchase orders
- Supplier liaison
- Document preparation
- Stock lists
- Inventory management
- Creative problem-solving

EDUCATION

Sky Studios Elstree

ARTS AND PROP ASSISTANT BOOTCAMP - 2026

- Experience checking props in and out, maintaining accuracy and organisation
- Practical training across Art, Props, Graphics & Set decoration
- Confident measuring in metric and imperial for set dressing and prop placement
- Understanding of continuity, care of props and on-set etiquette
- Working knowledge in Art Department and Props Department workflows for Film & TV
- Knowledge of set dressing and practical installs including draping fabric using staple gun on wood and setting up C-Stands
- Experience setting up Easy-Ups, trestle tables, moving and handling equipment and loading and unloading props safely

EXPERIENCE

The Event Rooms

EVENTS ASSISTANT - 2014 - 2024

- Supported live events by assisting with set-ups and breakdowns, including furniture placement, décor and spatial layouts
- Followed briefs and layouts to prepare spaces accurately under tight time constraints
- Liaised with DJ's and technical teams to ensure sound systems, microphones and projectors were set up and operational
- Supported on-site teams, allocating tasks and stepping in where needed to maintain workflow
- Demonstrated strong initiative and problem-solving during live environments, responding quickly to last minute changes

OTHER EDUCATION

HISTORY BA (HONS)

2018 - 2021

Canterbury Christ Church
University

OTHER EXPERIENCE

ARCUS FM

CONTRACTS ADMINISTRATOR

2025 - CURRENT