

## Maz Lewis Villamil BA (Hons)

### A flexible approach with a "Can do" attitude

#### **KEY SKILLS:**

- Organise & film wide variety of film shoots in different formats (35mm/16mm/HD Cam/solid state) UK and international shoots
- Accomplished Project Manager in Digital/Animation
- First class prioritisation skills
- Manage work flow and processes
- Precise, analytical and accurate
- Proven coach and mentor
- Excellent people skills across the board

#### **EDUCATION:**

##### **B.A. (Hons) Broadcasting Production 2:1**

Ravensbourne College of Design and Communication

(A 'Skillset' Academy and University Sector College validated by the University of Sussex)

*September 2007 to June 2008*

##### **Foundation Degree (Arts) Broadcast Operations and Production**

Ravensbourne College of Design and Communication

(A 'Skillset' Academy and University Sector College validated by the University of Sussex)

*September 2005 to June 2007*

#### **EMPLOYMENT:**

##### **Freelance Acting Creative Services Manager Sky (BSkyB) Creative**

April 2015 – May 2015

- Allocating projects to relevant teams of Project Managers
- Weekly meetings with the Campaign Managers
- Problem solver / fixer
- Finding new ways of improving the scheduling system
- Ensuring that CMs are within budget and meeting deadlines
- Juggling this position with my Project Manage position

##### **Freelance Project Manager Sky (BSkyB) Creative**

December 2014 – April 2014

Budget range from £15K - £200K

- Project managing apps currently for Sky Sports and Sky movies
- Setting up shoots
- Project managing internal comms prints, posters etc
- Client / Stakeholders facing

##### **Freelance Line Producer**

**Ikana Media** On behalf of CNN

A Filmic Documentary on Ebola

November 2014

- Fixing shoot for Ikana creatives from USA
- Arranging filming permits very last minute
- Arranging transport
- Fixing up extra crew
- Fixing up interviews

##### **Freelance Project Manager**

**Sky (BSkyB) Creative**

Budget range from £15k - £200K

June 2014 – October 2014

- Scoping and Scheduling projects
- Multi-tasker and able to work on various projects
- Thorough digital understanding
- A team leader and player
- A strong negotiator

##### **Freelance Senior Line Producer**

**Rushes Post Production House**

April 2014 – May 2014

- Post Production Line Producer
- Budgets and workflow processes
- Strong client relationship
- Thorough post production knowledge

##### **Freelance Line Producer**

**BBC Global News**

July 2013 – November 2013

Budget £350K

- Line Produced Phase 1 and Phase 2 'Getting to know the talent'
- Studio and Location shoots
- costing up scripts/business estimates
- Setting up International shoots ie New York, Singapore, London
- Conversing with talent, Marketing and Publishing teams

##### **Freelance Senior Production Manager**

The Mob Film Company

March 2013 – June 2013

Budget range from £20K - £350K

- Commercial based projects
- International renown clients
- Keeping with budget/production schedule workflow
- Client facing and fast turnaround of shoots

##### **Freelance Senior Project Manager in Digital / Animation**

The Neighbourhood

December 2012 – February 2013

Budget range from £8K - £200K

- Simultaneously worked on a variety of projects, all different with a range of budgets to match.
- Approved timesheets

- Budget estimated speculative work
- Client facing as well as conference calls
- Worked across London and Manchester
- Timings and schedules of projects
- Projection Mapping

**Freelance Producer for BBC News Marketing  
4 x News Campaigns (Promoting the New  
Broadcasting House)**

September 2012 – November 2012  
Budget £120K

- Excellent working client relationship
- Worked with the talent team News presenters' diaries with shoot timings
- Tight reign of budget still maintaining a creative level of freedom
- Impeccable knowledge of camera equipment for each relevant shoot
- A thorough understanding of BBC and its structure

**Freelance in production for ITV  
'May The Best House Win' (Spain)**

June 2012 – August 2012

- Setting up a seven week shoot all over Spain
- Co-ordinating two film units on location
- Co-ordinating the logistic ie flights, taxis for contributors, accommodation whilst moving from location to the next, arranging couriers for footage to be delivered on time for edit
- Utilising Spanish language skills
- Data wrangling
- Budgets//callsheets//filming permission//Risk Assessment//Floats etc.

**Freelance Producer/Studio Manager in  
Digital/Animation**

Liquid TV  
January 2012 to June 2012  
Budget range from £15K - £300K

**Studio Manager/Producer in Digital / Animation**

BBC Sport Production Design  
September 2009 to December 2012  
Budget range from £5K - £750K

**Freelance Production Manager**

Creative Services (Red Bee Media)  
July 2004 to June 2011  
Budget range from £10K - £250K

**Freelance Production Manager**

HARRY POTTER & THE ORDER OF THE PHOENIX Junket  
(PoGo TV, India & Turner Entertainment, Hong Kong)  
June 2007

**Freelance Production Manager**

Promotions (Creative Division, Al Jazeera International)  
Doha, Qatar  
October - February 2007

**Production Manager**

Creative Services (BBC Broadcast Limited)  
June 2001 to July 2004  
Budget range from £10K - £250K

**Broadcast Assistant**

BBC Radio Science  
April 2000 to May 2001

**Secretarial Reserve Assistant**

Secretarial Reserves (BBC World Service Radio)  
October 1998 to April 2000

**COMPUTER SKILLS:**

- PC
- Final Cut Pro
- Avid
- Photoshop
- SAP
- My Business
- Apple Mac
- Xytech
- Basecamp
- Agresso
- ENPS
- Rapport

**BBC:**

- Production Manager's Course Five Days
- Radio Researchers' Course Five Days
- Researchers' Compliance Course Five Days
- ENPS: Modules 2A, 2B and 3 Ten Days
- Radio Production Assistants' Course Five Days
- News Course One Day
- Information and Archives Course Two Days

**HOBBIES AND INTERESTS:**

- Gym
- Running
- Reading
- Flamenco
- Avid Cyclist
- Cooking

**REFERENCES:**

Lisa Pettit  
Creative Manager  
BBC News  
07718 117 708

Mark Collins  
Executive Head of Production  
The Mob Film Company  
07736 480 208