

## **ALICIA JONES / PRODUCTION COORDINATOR**

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M. 07928 321 734 / E. alicia.gjones@gmail.com / London & South East

Freelance Production Coordinator with experience in feature films, commercials, TV drama & advertising / promotional campaigns.

Highly organised and committed. Works well under pressure. Good knowledge of the technical side of filming and much on set experience.

Have also worked within the assistant directors department in film & TV.

<b>PRODUCTION COORDINATOR</b> May 2016 - Dec 2016	<b>Stan Lee's Lucky Man 2</b> (DRAMA) Carnival Films	Prod. Madonna Baptiste LP: Sarah Dibsall PM: Emma Downes
<b>PRODUCTION COORDINATOR</b> Oct 2015 - March 2016	<b>'Marcella'</b> (DRAMA) Buccaneer Media	Prod. Andrew Woodhead LP: Kirsten Eller PM: Emma Downes
<b>PRODUCTION COORDINATOR</b> July - Sept 2015	<b>'Lacoste/Hugo Boss/Swarovski'</b> (Various Ad Campaigns) Nomadic Films	Prod: Farida Knott Prod: Kasia Olszko
<b>PRODUCTION SECRETARY</b> June 2015	<b>'Legends' Season 2</b> (DRAMA) TVM UK Productions	PM: Andrew Bonner PC: Andrew Gwyn Davies
<b>PRODUCTION SECRETARY</b> Feb - May 2015	<b>'Tripped'</b> (COMEDY DRAMA) Mammoth Screen	LP: Chris Ballantyne PM: Emma Downes
<b>PRODUCTION COORDINATOR</b> Dec 2014	<b>'Brilliantman'</b> (TV COMEDY) What Larks! Productions	Prod: Claire Whalley LP: Adam Browne
<b>PRODUCTION COORDINATOR</b> Nov 2014	<b>'Upbeat'</b> (COMMERCIAL) Hero Media	Prod: Kate Myers Prod/PM: Helena Bullivant
<b>PRODUCTION SECRETARY</b> Sept 2014	<b>'Sun, Sex &amp; Suspicious Parents'</b> (FACTUAL) Bullseye TV / RDF Television	PM: Diana Francis JPM: Sophie Sklavounos
<b>PRODUCTION SECRETARY</b> April - May 2014	<b>'The Ark'</b> (DRAMA) Red Planet Pictures	Prod: Jules Hussey LP: Bianca Gavin
<b>PRODUCTION SECRETARY</b> Dec 2013 - Feb 2014	<b>'The Hoarder'</b> (FEATURE FILM) Tall Man Films/Sunny Day Media	LP: Jeremy Campbell PC: Faye Robinson
<b>PRODUCTION ASSISTANT</b> Oct 2013	<b>'Lacoste/Wella/Glamour'</b> (BTS) Nomadic Films	Prod: Kasia Olszko
<b>PRODUCTION SECRETARY</b> Sept - Oct 2013	<b>'Legacy'</b> (FEATURE FILM) Unstoppable Entertainment/Think Big Pro.	LP: Andrew Bonner PC: Faye Robinson
<b>PRODUCTION ASSISTANT</b> July - Aug 2013	<b>'Hyena'</b> (FEATURE FILM) Number 9 Films	LP: Karl Liegis PC: Hussain Ahmed

<b>PRODUCTION SECRETARY</b> April - June 2013	<b>'Dream On'</b> (FEATURE FILM) Artifice Entertainment	PM: Bianca Gavin PC: Ben Rosa
<b>PRODUCTION SECRETARY</b> Dec 2012 - Feb 2013	<b>'The Hooligan Factory'</b> (FEATURE FILM) Altitude Entertainment / Think Big Pro.	PM: Andrew Bonner PC: Faye Robinson
<b>PRODUCTION COORDINATOR</b> Oct 2012 - Dec 2012	<b>'Soulmate'</b> (FEATURE FILM) Witching Hour Films/Sterling Pictures	Prod: Claire Otway PM: Jack Knott
<b>PRODUCTION COORDINATOR</b> Oct 2012	<b>'Why Swim – Speedo'</b> (CORPORATE) Sunipa Pictures	Prod: Mat Sunderland
<b>PRODUCTION COORDINATOR</b> Aug 2012	<b>'Batiste'</b> (COMMERCIAL) Hero Media	Prod: Kate Myers Prod/PM: Helena Bullivant
<b>PRODUCTION COORDINATOR</b> Nov 2011	<b>'Big Brother Bingo'</b> (COMMERCIAL) Hero Media	Prod: Kate Myers Prod/PM: Helena Bullivant
<b>PRODUCTION ASSISTANT</b> Sept - Oct 2011	<b>'Scar Tissue'</b> (FEATURE FILM) Sterling Pictures	PM: Claire Otway PC: Jack Knott
<b>PRODUCTION COORDINATOR</b> July - Aug 2011	<b>'City Spin &amp; Win' / 'Bingo Street'</b> (COMMERCIALS) Hero Media	Prod: Kate Myers Prod/PM: Helena Bullivant

## ADDITIONAL SKILLS

- Full clean UK driving licence. Own car.
- Avid and FCP basic level.
- Final Draft proficient.
- Work experience on short films in other roles such as: Focus Puller, Boom Operator and Editor.

## EDUCATION

Sackville School, West Sussex. Have obtained A -Level and equivalent qualifications.

## REFERENCES AVAILABLE ON REQUEST