

Kat Anderson

Production Secretary

West London

07450 479099

kathryn-l.anderson@hotmail.co.uk

D.O.B: 21/01/1997

Unavailable: Thurs. 3rd - Mon. 7th May.

Key Skills

- Full clean UK driving license since 2014
- Own transport with business insurance
- Chaperone licensed
- Managing, directing SA's (including CHIT forms)
- Arranging travel/accommodation for artists and crew
- Updating progress reviews and productions logs
- Creating at-a-glance schedules from shooting schedule
- Proficient in Microsoft Office software
- Proficient in BBC Gateway Systems
- Completing purchase orders

Employment

Assistant Production Coordinator* | BBC Birmingham | Father Brown 7

April 2018

Production Runner | UME 11 Ltd | Jade

January 2018

Production Assistant* - Glasgow | Little Island Productions Ltd | Patrick Melrose

October 2017

Production Runner* | BBC Grafton House | Silent Witness 22

September 2017

Production Secretary | Kaleidovision | Aspria

Corporate Advertising Shoot

July-August 2017

Floor Runner* | Netflix | Black Mirror 4

April 2017

Floor Runner* | Mammoth Screen | Poldark 3

September/December 2016

Floor Runner* | BandIt TV | Delicious

August-September 2016

Production Secretary | BBC | The Coroner 2

Production Secretary (cover production co-ordinator): July 2016

Set PA* | Take the Shot Productions | Frontier

November 2015

Production Assistant to Producer* | Mammoth Screen | Poldark 2

September-October 2015

Production Assistant to Co-Producer Roopesh Parekh

Floor Runner* | BBC Grafton House | Thirteen

August 2015

Floor Runner - Work Experience | Carnival Productions | Downton Abbey

Series 4 Episodes 8 & 9 (July 2013)

Series 5 Episode 9 (July-August 2014)

*Dailies

References

Caroline Bean

Production Manager, *Jade*

Roopesh Parekh

Co-Producer, *Poldark 2&3*

Cara Warwick

Production Manager, *Kaleidovision*