

Katie Moskal

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D.O.B: 15/10/1985

Driving Licence: Full, clean UK driving licence

Profile

I have worked in the creative industry for five years. I have experience in working in a large international company, an agency and smaller independent companies. I enjoy Studio-Co-ordination and assisting studio managers, I love working in film production and I am looking for my next role in film production.

Work Experience

Sept 2013-present- Creative Services Co-ordinator at Bezier (temporary position)

I liaise with the account team to take briefs and advise on a completion date. I schedule a design team, artwork team and structural team. I support the studio manager by overseeing all projects and ensuring they are completed within allocated deadlines.

Oct 2012- Sept 2013 -Studio Co-ordinator at The Walt Disney Company

I Co-ordinate and schedule 30 designers in the Disney Consumer Products European team.

Responsibilities:

- Liaising with Licensees and creating briefs
- Managing the workflow of the creative studio, Scheduling in-house artists and freelancers' workloads
- Overseeing projects from start to finish ensuring they are completed within budget
- Managing the travel and expenses budget of the studio
- Completing Purchase Orders and setting up new vendors using SAP
- Creative admin such as asset request, updating databases and distributing information.
- Digitising assets to the Digital Media Centre for worldwide distribution
- Manage key creative events, co-ordinating presentations, travel and accommodation
- Building cross departmental relationships within the company.
- Liaising with legal department to approve style guides and character art
- Maintain our shared drives and ensure files are saved in a efficient order and can be accessed across the company

Skills:

- Advanced PowerPoint, Excel and Word.
- Knowledge of SAP invoicing system.
- Able to manage a creative team
- Organise and share large amounts of data
- Building relationships with partners across the globe.

Feb 2012- May 2012- Administration Assistant at Britannia Building Society

I worked in the document processing department filing and organising customer documents from all over the UK.

Key Skills:

- Organisation of data and sensitivity to confidential data.
- Able to prioritize tasks and hit workload targets.
- Able to learn and use new software systems.

Oct 2011-Feb 2012- Production Manager at '1969 Productions' on the feature film 'The Rochdale Pioneers'
www.therochdalepioneers.co.uk. The film starred John Henshaw, and aired on Film Four in October 2012

Key Skills:

- Booked locations liaising with local councils and private owners.
- Organised and booked equipment, travel, accommodation and catering, negotiating to get the cheapest price.
- Managed the Budget and kept it updated throughout the shoot.
- Organised large scenes with hundreds of background artists.
- Liaison and meetings with managers at the Co-operative (who funded the shoot).

Sep 2008-Oct 2011- Senior Liaison Officer/Producer at 'The Co-operative British Youth Film Academy'
www.britishyouthfilmacademy.com I liaised with clients throughout the year, raising money for feature film Summer Camps. I ran a summer camp and produced a feature film each year.

Responsibilities:

- Forging Links with new Clients and continued liaison with them.
- Sales of summer camp places.
- Presentations to schools and businesses using PowerPoint.
- Updating registers by using complex Excel sheets.
- Organising corporate projects, hiring crew and overseeing budgets and overseeing edit.
- PA to the managing director including diary management.
- Liaising with press officers.
- Distribution, submitting to film festivals.
- Marketing, arranging posters and flyers to be designed and made to budget.
- Organisation of premieres with hundreds of attendees.
- Managing a large team of mentors, crew and students during the summer camp.
- Keeping team moral up during summer camps.
- Organising regional chair meetings.
- Processing document templates for company to use annually using Word.

Skills:

- Advanced Outlook and Internet.
- Strong communication skills both written and verbal with a client focus.
- Able to manage small and large teams.
- Client Liaison.

Education

2007-2008: Staffordshire University: **MA Film Production & Visual Culture** - Pass with merit.

2004-2007: Derby University: **BA(Hons) Film & TV Studies** - 2:1. Won The Film Studio Prize for graduation film, used to market Film and TV course for future students.

2002-2004 Newcastle College: **3 x A Levels** in Film, Media and Psychology

1997-2002 Madeley High School: **9 x GCSE's** A-C's

Previous Employment

During my time with The Co-operative British Youth Film Academy, I worked in the following projects:

- **Producer**: June-Sept 2010: 'Julius Caesar'. Feature Film 20k budget: The film was put in the category for '**Best Low Budget Feature**' at **Raindance film festival**.
- **Producer**: Feb 09- Feb 2010: 'A year with the Red Cross' screened at the Odeon Cinema in Shrewsbury.
- **Production Co-ordinator** June- August 2009: feature film 'The Perfect Burger', 85k budget I Production Co-ordinated the film which starred Pauline Quirke and was directed by Todd Carty.
- **Unit Manager**: December 2009: 'The Wave' Documentary, budget 16k.
- **Judge**: Oct 2009 and October 2010: **The Co-operative Young Filmmakers Festival**.
- **Event Management**: March 2009 and May 2009 and March 2010 'The Perfect Burger', 'The School That Roared' and 'Julius Caesar Premieres.

Interests

I love to travel and use annual leave to do just that. My favourite places I have visited so far are New York and Hong Kong. I also like to do 'Zumba' dance classes and Yoga to keep fit.