

# KERRY MATTHEWS

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## WHO I AM

I am a reliable, passionate production coordinator with a strong interest in comedy and scripted content. I have experience of scheduling production days, producing call sheets and risk assessments, raising purchase orders, creating movement orders, obtaining permits, handling petty cash and booking crew. I am a hard worker, often going beyond the scope of my role, and demonstrate excellent multi-tasking and organisational skills.

## WHAT I CAN DO

- Permits
- Call sheets
- Risk assessments
- First aid
- RAW H&S certificate
- Excellent IT skills (MS Office, PMI)
- Full UK Driving Licence with own car
- DBS checked

## MY EDUCATION

2014 | MA Producing Film and Television | Bournemouth University  
2012 | BSc (Hons) Sport Studies | University of Southampton

## IN MY SPARE TIME

Baking | Photography | Running |  
Cycling | Watching live music and comedy |  
Learning German |

## WHO I'VE WORKED WITH

Win Mensah-Larbie	Kate Paxton
Line Producer	Production Manager
Jamie Johnson	Liberty Bell Productions
<a href="mailto:win@shortformfilm.com">win@shortformfilm.com</a>	<a href="mailto:Kate.paxton@libertybell.tv">Kate.paxton@libertybell.tv</a>
07931 389 069	020 7598 7255

## WHAT I HAVE DONE

### Production Coordinator – Liberty Bell

Sept-Nov 15: *The World At 8* 1 x 30' C4

Call sheets | Risk assessments | Reconciling expenses  
| Raising purchase orders | Archive clearance

### Production Coordinator – Studio Sixty Billion

Sept 15: *Sam Delaney's News Thing* 1 x 30' RT

Call sheets | Risk assessments | Liaising with studio

### Unit Manager – Short Form Film Co.

Jul-Aug 15: *Jamie Johnson* 3 x 30' CBBC

Liaising with location owners | Negotiating fees |  
Organising waste disposal | Creating movement  
orders | Organising facilities | Writing letters of  
intent | Letter drops | Obtaining permits from local  
authorities | Risk assessments | Handling petty cash

### Production Coordinator – North One TV

May-Jun 15: *It's Me or the Car* 1 x 60' ITV

Call sheets | PMI | Sourcing props | Purchasing  
safety equipment | Managing expenses

### Production Coordinator – Woodcut Media

Jan-Mar 15: *The Krays* 1 x 60' Discovery

Oct-Apr 15: *Defenders of  
the Sky* 10 x 60' H2

Nov 14: *Kate Middleton:  
Heir We Go Again* 1 x 60' ITV3

Nov 14: *Christmas* 120' DVD  
Sept-Dec 14: *Tops* 60 x 30' Trace TV