

Amanda Lepley – Production Secretary

Braintree, Essex

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Personal Profile

* Strong administration skills with experience working in Television and Film Production*

I am an accomplished individual with extensive work experience in a wide range of industries such as television, film, radio, finance, and utilities. I can offer expertise in all secretarial capabilities, project and people management, financial control, excellent organisation and administration skills as well as a passion for media production.

Key Skills

Production: Production Secretary, Logger, 2nd AD, Production Assistant, Location Assistant, Runner

Administrational qualities: Excellent IT skills, multi tasking and prioritising, researching, detail orientated, effective communicator at all levels, efficient work planning, excellent numeracy and analytical ability, accurate record keeper, creative and imaginative marketing vision, diary management, invoicing, travel and accommodation planning and booking, accurate filing systems.

PC: Intermediate to Advance in MS Word, Excel, Outlook, PowerPoint, Access. Videoscribe, iMovie, Photoshop. I have a great ability to quickly learn new software and applications with ease.

Production Experience

Production Assistant, Gothic Manor Productions Ltd

2015

Working on *The Gatehouse*

Logger, Initial t/a Endemol

Working on Celebrity Big Brother (January 2014) and Big Brother (August 2014)

2014

- Live logging of housemates and diary rooms – 60 wpm.
- Composed fast turnaround synopsis of episodes for press and media distribution.

Transcriber, Angel Eye Media

2014

- Transcribing interviews from home using Vimeo and an MS excel based report.

2nd Assistant Director & Production Assistant, Gothic Manor Productions Ltd

2013

Working on the *Search for Simon Movie for the Sci-Fi London Film Festival*

- Responsible for wardrobe continuity while ensuring actors were ready on set at specific times to meet the filming schedule.
- Organising and guiding extras on and off set.
- Filming for a “behind the scenes” documentary of the movie.

Location Assistant, Plan B Entertainment/Paramount Pictures/Warner Bros

2012 & 2013

Work shadowing the location and security team on the set of *World War Z* & *The Man from UNCLE*

- Responsible for ensuring the site was clean and tidy with minimal disruption to land owners.
- Assisting with site lockdown during takes.

Production Secretary, Atlantic Productions

2008

- Completed end of production procedures for two Discovery Channel documentaries
- Performed necessary deliverables and ensured all necessary contracts were present.
- Time coding of three different length features of each show.
- Completing and correcting scripts and transcriptions
- Organising release documents and uploaded all documents to a CPD website

Production Secretary/Assistant, ITV

2006-2007

- Worked on shows including *Ant & Dec's Saturday Night Take Away*, *The British Soap Awards* and the *Pride of Britain Awards*.
- Main point of contact in the production office on studio days

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- Assisted the production coordinator in organising outside broadcasts: ordering equipment, booking travel, obtaining location permissions etc
- Organised couriers, travel and accommodation for presenters, guests and the production team
- Updated and maintained the invoice database while working closely with the production manager and accountant.
- Administration support provided to every member of the production team from the Executive Producer to the runners
- Organised the allocation and distribution of production audience tickets and seating allocation.

Locality Location Library

2006

- Scouting for new locations to store on the library using the internet, newspapers, and magazines.
- Visiting potential new locations, photographing new sites and editing images using Photoshop.

TLS Client Services Runner, The London Studios

2006

- Responsible for looking after the various production companies who used the studio facilities
- Delivering excellent customer service to ensure clients were pleased with the service

Additional Experience

Commercial Technical Administrator, Essex & Suffolk Water

2008 – present day

- Project managed and organised the Commercial Roadshow 2013 event on behalf of my high level management team for over 250 people.
- Creating a promotional movie for the Commercial Directorate of Northumbrian Water: story arcing and boarding, script writing, location scouting, filming and editing.
- Organised company open days for over 70 potential clients to promote our commercial services, including merchandising as well as designing and creating delegate packs.
- Working closely with the Business Development Manager to implement new ideas and technology to expand our commercial services
- Successful completion of a number of water efficiency projects resulting in a reduction of customer consumption equivalent to 80,000 litres of water per day
- Delivered a project for LOCOG which involved taking over 300 samples from over 50 Olympic sites across the country to a tight deadline
- Training new staff on new technology and software
- Managing large commercial client contracts to ensure distinguished customer service
- Organising and leading meetings, raising purchase orders and invoicing using Oracle systems
- Pricing and providing formal quotations and responsible for innovative contract developments

Office Manager, Curran & Associates, Sydney

2008

- PA to the director and supporting members of the team
- Assisting with projects and general administration duties; welcoming managerial clients

Street Team, Essex FM (England) & Austereo Pty Ltd (Sydney, AUS)

2007 - 2008

- Attend public events to heighten brand name and carry out promotions and marketing
- Representing Sydney's two largest radio stations; Triple M and 2day FM.

Senior Data Analyst/Fixed Income Data Specialist, Thomson Reuters

2000 - 2007

Education & Qualifications

3 A level passes in English Literature, Media Studies and History
9 GCSE passes including English and Maths

Additional Information & Hobbies

Full clean UK driving licence.

Hobbies: ★Filming and editing amateur productions. ★Running ★Cars ★Travelling

References available upon request

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