

Lisa Service

Production Experience

Game of Thrones (Series 7), HBO Studios, *Director's Assistant*

August 2016-February 2017

The medieval fantasy epic. It's the depiction of two powerful families- kings and queens, knights and renegades, liars and honest men- playing a deadly game for control of the Seven Kingdoms of Westeros, and to sit atop the Iron Throne.

- ◆ Oversee Directors' Matt Shakman & Mark Mylod's daily schedule simultaneously.
- ◆ Provide support and assistance during multiple shooting units.

The White Princess (Series), Company Pictures Ltd., *Location Coordinator*

May 2016- August 2016

The White Princess is the thrilling story of the women caught up in the ongoing conflict for the English Throne-Elizabeth of York, her mother Elizabeth Woodville, Margaret Beaufort and Margaret Pole.

- ◆ Maintaining department budget while simultaneously prepping paperwork for the next blocks of shooting.
- ◆ Dealing with contracts in order to secure shooting locations.

That Good Night (Film), Green Screen Productions Ltd., *Assistant Production Coordinator*

May 2016

Ralph, a once-famous screenwriter, is in his seventies and terminally ill. He has two final missions: to be reconciled with his son, Michael, and, secretly, to ensure he is not a burden to his wife, Anna.

- ◆ Travelled to Portugal within a week's notice to help in post-production on the low budget film featuring Sir John Hurt.

Hive Minds (Quiz Show), Green Inc., *Production Coordinator/Travel Manager*

March 2016- April 2016

Head Production Runner

April 2015

A BBC Quiz show hosted by Fiona Bruce where players not only have to know the answers, they must also find them hidden in a hive of letters.

- ◆ Facilitated in the preproduction stages of the show to set up travel and accommodation for contestants.
- ◆ Dealt with logging confidential Hive information detrimental to how the game operates live.
- ◆ Supervised floor runners and assisted with numerous departments in order for compliance of the game to be upheld.
- ◆ Acted as a right hand for Fiona Bruce to make her time in Belfast, Northern Ireland a pleasant one.

Mad to Be Normal (Film), Metanoia Film Ltd., *Production Coordinator*

February 2016

The story of controversial Scottish psychiatrist, R.D. Laing and the infamous anti-psychiatry experiment he ran at Kingsley Hall: a medication-free sanctuary that made headlines around the world.

- ◆ Controlled the everyday travel of principal cast and Producers, and dealt with Cast & Crew contracts.
- ◆ Issued call sheets on a daily basis, maintaining clearances and upkeep of necessary production paperwork.

Galavant (Behind the Scenes, Series Two), ABC Studios, *Social Media Liaison*

July 2015- January 2016

- ◆ Worked alongside the EPK team in America to capture behind the scenes footage as well as updating social media outlets.
- ◆ Recorded behind the scenes videos, mainly focusing on the choreography of the show for a "Behind the Scenes," special.
- ◆ Captured countless photos that were used for the twitter account along with other social media sites used by ABC marketing.
- ◆ Interviewed key cast and crew in regards to the choreography for the show.

Galavant (Pilot) (Series 1&2), ABC Studios, *Executive Producers Assistant*

January 2014- December 2015

Galavant is an international co-production of a medieval musical comedy, a fairytale story with a twist and a lot of great Alan Menken songs.

- ◆ Implemented effective communication networks via set up and maintenance of mobile Internet devices which allowed Executive Producers to relay any information back to the network and studio in USA, such as script changes that occurred on set.
- ◆ Handled the schedule of the Executive Producers and the Directors, and adapted quickly to a fast paced environment.
- ◆ Worked as an assistant to the Directors on and off set, this included making sure apartments were ready to move into on arrival from the USA, dealing with estate agents, arranging travel to and from set, organizing their availability for tech reces, managing international flights and liaising with their USA offices in order to stay present.
- ◆ Ensured music and scripts were up to date on a daily basis via a shared Dropbox that Producers and Directors had access to this was vital to the smooth running of production with lyrics continuously changing.
- ◆ Prepared paperwork for departmental meetings alongside organizing the Directors shot lists for everyday production.
- ◆ Efficient in the use of the online database "Scenechronize."

Macbeth, Green Screen Productions Ltd., Production Secretary**May 2015- July 2015***Macbeth is an adaptation of William Shakespeare's Play, shot solely on green screen, allowing for special effects to be added.*

- ◆ In the absence of the Production Coordinator, filled in and issued call-sheets, liaised with vendors and worked directly below the Line producer in order to meet the production requests.
- ◆ Dealt with both cast and crew deal memos and Cast statements of Health while simultaneously fulfilling all other duties as assigned.

The Steps (Short), Wolfhound Media, Production Runner**February 2015***A Short movie based in Belfast, N. Ireland telling the story of a recovering alcoholic faced with everyday hardships challenging her to remain sober.*

- ◆ Coordinated Extras before and after scenes to ensure they were in the areas needed, made sure they had signed the correct paperwork, handled scripts to assure all were accounted for and managed set to guarantee any disturbances.

The O Neal Family Reunion (Script) Location Consultant**May 2013- December 2013***A comedy following the travels of a United States African American family to find their roots in a small town of Ireland.*

- ◆ Researched in detail by visiting and taking notes on the old "O Neill," ruins that were useful for the script's background.
- ◆ Provided photographs and other material from Ireland that could assist in the script. This involved using personal knowledge, online resources and archives, all necessary to the project.

The Amazing Race, Wild Rover Productions, Production Assistant**December 2012***The Amazing Race is an US production for Columbia Broadcasting System (CBS). This involved contestants travelling around the world, completing tasks within a given time limit with a chance to win one million dollars.*

- ◆ Ensured health and safety on set; an example of this was personally testing the "Bog Snorkeling" challenge before competitors arrived. This involved getting into freezing water in a wet suit and swim up and down the length of the bog.
- ◆ Liaised with USA Producers, ensuring they received everything necessary for the pit stop in N. Ireland.

Mistresses (Series), ABC Studios, Production Assistant**June 2012- July 2012***A drama based on four girlfriends on a path to self-discovery, each supporting one another on the bumpy road through cheating, lies and their complex lives.*

- ◆ Supported the Production Coordinator in preproduction set up. Roles included setting up deal memos for staff, dealing with rental agreements and working across multiple departments.
- ◆ Familiarized myself on the Disney lot in Los Angeles to deliver important paper work to multiple offices.

NHTSA- Road Safety Commercial, Konk Productions, Production Assistant**April 2012***Commercial highlighting the dangers of distractions while driving.*

- ◆ Coordinated delivery of camera equipment essential to production.
- ◆ Worked in the wardrobe department, this meant going between production, on set and into the wardrobe department to help them meet the quick turnaround deadlines.

The Neighbors(Pilot), ABC Studios, Production Assistant**February 2012- March 2012***A comedy following the lives of a human family living amongst a group of aliens named after sports legends in a suburban-gated community in New Jersey.*

- ◆ Provided administrative support and other general office management, set up meetings, and prepared scripts and sides.
- ◆ Handled incoming calls for Producers, making sure they were readily available and taking detailed messages in their absence.

Education**Masters of Business Administration, Wingate University****June 2011**

- ◆ Graduate Assistant coach of Wingate Women's Soccer team.
- ◆ Resident Director for student housing of over 75 students.

Bachelor of Science, Sport Management, Wingate University**May 2008**

- ◆ Phi Eta Sigma Honor society for high academic achievement for First Year students.
- ◆ Dean's List: 3.4 GPA or above GPA: 3.56/4.0/ Phi Epsilon Kappa- Secretary.
- ◆ Women's Soccer team captain – Full Athletic Scholarship and Athletic Leadership Award.
- ◆ South Atlantic Conference Commissioner's Honor Roll and "All SAC" Honors for three seasons.

Northern Ireland Women's International Soccer Team, Player 2000-2004

References

Dan Fogelman- Writer of *Crazy Stupid Love* and Writer/ Executive Producer/ Creator of *Galavant*
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Chris Koch- Director of *The Neighbors*, *Scrubs*, *Modern Family* and *Galavant*
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