

Bristol based Production Coordinator with over 6 years of experience in the industry. Looking to expand my skills in production management. Previous roles such as edit assistant and logger provide me with valuable insight to the needs of a production at each stage. Background in factual entertainment, documentary, children's, fixed-rig programming and live OB. Excellent communication and organisational skills. Adaptable in a variety of working environments from in studio to on location. Full clean driving license and First Aid trained. Experience with Avid Media Composer, Cinegy & Forscene logging software. Proficient user of Microsoft Word, Excel and Silvermouse. BBC Courses trained.

EXPERIENCE

PRODUCTION COORDINATOR, **GYM STARS / GETTING PERSONAL** **SEP 2018 - PRESENT**
DRUMMER TV NICOLA MELTON

Setting up various shoots around the country as well as abroad. Arranging transport and accommodation and sourcing and negotiating the best rates for kit. Experience of working with children within BBC guidelines. Acquiring rights for music, copyright and managing release forms. Working with the Production Manager to manage the budget, reconcile expenses, petty cash and the production debit card. Setting up a test day for kit and the main shoot for a BSLBT series, being in charge of the cost manager and budget for the pilot, acquiring permits and copyright, learning BSL to help with communication for our team.

PRODUCTION COORDINATOR, **CLAIMED & SHAMED** **APR - SEP 2018**
CURVE MEDIA LAURA TJIA

Coordinating 2 filming teams remotely organising their travel, accommodation and schedules for fast turnaround shoots. Arranging piece to camera and voice over days with our presenter. Setting up a reconstruction day with extras, sourcing locations, crew and kit. Gathering and logging consent forms and applying for permits for GV filming. Creating and checking risk assessments. Carrying out consent checks, making blur lists for onlines and time coding scripts. Clearing and recording copyright for paperwork and payment. Creating Astons and credit lists, booking ingests with post house. Budgeting sections of the cost manager, distributing and reconciling floats and expenses, issuing per diems. Keeping across changes to filming/edit schedules and reflecting these in our spreadsheets.

JUNIOR PRODUCTION COORDINATOR, **ONE BORN EVERY MINUTE** **NOV 2017 - APR 2018**
DRAGONFLY FILM & TELEVISION PRODUCTIONS LINDSAY DAVIES

Helping set up shoots, creating schedules and organising travel. Carrying out consent checks and creating blur lists for online editing. Completing post production paperwork in Silvermouse. Clearing music and copyright. Obtaining and archiving release forms. Compiling edit packs for producers and editors.

PRODUCTION MANAGEMENT ASSISTANT, BBC **APR 2016 - NOV 2017**
SPRINGWATCH, AUTUMNWATCH, WINTERWATCH VIC RIBECK

Setting up 52 insert films, booking crew and kit. Obtaining permissions and creating schedules. Arranging travel and accommodation needs for over 100 members of crew. Assisting the Senior Production Coordinator in setting up vendors, raising payments and contracts for crew and suppliers. Forecasting and monitoring the travel, accommodation and insert filming sections of the budget. Clearing music, copyright and archive.

PRODUCTION SECRETARY, **ONE BORN EVERY MINUTE** **AUG 2015 - APR 2016**
DRAGONFLY FILM & TELEVISION PRODUCTIONS LINDSAY DAVIES

Responsibility of release forms and obtaining the necessary permissions for the programme. Assisting the Production Coordinator with petty cash, expenses and credit card reconciliation. Helping set up shoots, creating call sheets and organising travel. Completing post production paperwork in Silvermouse. Time coding transcripts and comm records.

LOGGER, **THE GREAT BRITISH BAKE OFF** **APR - AUG 2015**
LOVE PRODUCTIONS DEBORAH ST JOHN GRAY

Working to a tight deadline to log rushes within Forscene software. Exporting and printing PDF versions of logs for editors and edit producers. Exporting AAF files to be imported into Avid.

EDIT ASSISTANT, **POSH PAWN** **FEB - APR 2015**
BOOMERANG KATY CARTWRIGHT

Organising rushes after ingest and preparing pre-edits for the ease of the editor. Fulfilling and sourcing specific footage at request of the editor. Syncing multi-cam footage. Backing up and logging rushes for production copies.

PRODUCTION ASSISTANT/LOGGER, **THE HOTEL**
DRAGONFLY FILM & TELEVISION PRODUCTIONS

AUG 2014 - FEB 2015

DEBORAH ST JOHN GRAY

Assisting the Production Coordinator in the organisation of release forms, clearing copyrights and creating compliance documents. Attending shoots, helping the camera operator set up for interviews and live logging. Experience with Silvermouse to create PasC forms. Sourcing time codes for voice over scripts. Live logging and transcribing verbatim interviews. Sourcing and cataloguing footage within the Cinegy logging software. General office administration duties.

EDIT ASSISTANT, **DEAL OR NO DEAL**
THE FARM GROUP POST PRODUCTION

NOV 2013 - JUL 2014

DUNCAN ARMSTRONG

Assembling and preparing rushes for editors. Assisting editors working with Avid Media Composer. Responsible for digitising and importing various media. Laying off programmes onto tapes, duplicating programme master tapes for backups. Backing up rushes onto LTO tapes and re-conforming shows. Managing the Avid Unity media network storage system, transcoding and consolidating media. Editing competition footage for broadcast.

GALLERY LOGGER, **ONE BORN EVERY MINUTE**
DRAGONFLY FILM & TELEVISION PRODUCTIONS

SEP - NOV 2013

MELODY AMBROSE

Live logging of three streams simultaneously. Strict and meticulous note taking under time pressure. Assisting producers to source footage, organising and cataloguing footage within the Cinegy logging software.

UNIT ASSISTANT, **DEAL OR NO DEAL**
BBC STUDIOS & POST PRODUCTION

AUG 2013

TIM DEANE

Point of contact for people attending the site, meeting and greeting visitors. Client care and support, supporting the general manager. Distribution of post and deliveries, office administration (stock control, equipment maintenance) Site checks and facilities assistance, health and safety tests e.g. fire alarms. Helping to ensure site security is kept high.

RUNNER, **DEAL OR NO DEAL**
THE FARM GROUP POST PRODUCTION

OCT 2012 - JUL 2013

CAS CASEY

Organising and providing hospitality to clients and staff. Carrying out general office administration duties, including archiving, labelling and tape delivery.

EDUCATION

UNIVERSITY OF KENT, FILM STUDIES BA HONS, 2012

FIRST CLASS HONOURS

KATHARINE LADY BERKELEY'S SCHOOL, A LEVEL, 2009

FILM STUDIES **A** DRAMA & THEATRE STUDIES **A** PSYCHOLOGY **B**

KATHARINE LADY BERKELEY'S SCHOOL, GCSE, 2007

10 GCSE'S GRADE C AND ABOVE INCLUDING ENGLISH, MATHEMATICS AND SCIENCE

AWARDS

THE MARTIN WALSH PRIZE, 2011/12

Awarded by the Film Studies Academic Board to the highest achieving Stage 3 student

ROTARY PRIZE, 2012

Awarded to top 12 students who obtain an outstanding result in Stage 3 examinations

REFERENCES

Nicola Melton, Production Manager
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Laura Tjia, Production Manager
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