

KAYLEIGH PLATT

Production Secretary

ALL CREATURES GREAT & SMALL S2 - PLAYGROUND TELEVISION - JANUARY 2021 - JULY 2021

Production Assistant – Keeping general logs up to date as well as Albert and Pop distribution. Ordering consumables and couriers. Ordering covid PPE. Booking swing drivers and taxis.

ANNE BOLEYN - FABLE PICTURES - NOVEMBER 2020 - DECEMBER 2020

Production office runner - 3-part drama for Channel 5. Running errands, ordering consumables and keeping logs up to date. Helping the Prod Sec with travel research.

THE SYNDICATE SERIES 4 - ROLLEM PRODUCTIONS - JULY 2020 - OCTOBER 2020

Production office runner - Job responsibilities included filing and keeping logs up to date, ordering consumables. Using set keeper to pull and print sides.

ZERO CHILL - LIME PICTURES - NOVEMBER 2019 - MARCH 2020

Production office runner - 10-part series for Netflix. My tasks included pulling sides, ordering consumables, keeping the office tidy and stocked.

THE OTHER PLANET (POST HOUSE) - FEBRUARY 2019 - NOVEMBER 2019

Junior Post-Producer. Organising all projects that came into the post-house.

HANGAR SEVEN - SEPTEMBER 2018 - FEBRUARY 2019

Production Assistant on the SS19 campaign for George Home Magazine.

CONTACT DETAILS

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07810837503

- Efficient in SetKeeper
- ScreenSkills and First Option Covid Certificates
- Efficient in POP distribution
- Albert
- Silver Mouse
- ScreenSkills Production Lab 2020

Personal Statement:

After working as a production runner/assistant for the last couple of years I now feel ready to step up to production secretary and have been encouraged to do so by my recent production team. I am happy for my CV to be kept on file.

Education and Achievements:

- Northern Film School 2015 -2018
- Underwire Festival 2019 nominated producer
- BIFI Future Film Lab Winner 2020 (Virginia, Producer)

REFERENCES AVAILABLE ON REQUEST