

# PASCHA HANAWAY

*Administration and Film Production*

With more than 10 years experience in varied administrative and supporting roles, and 4 years experience in freelance film and television production, I adapt quickly to new professional situations and individuals.

I pride myself on my meticulousness, communication and organisation skills.

## PROFESSIONAL SKILLS

*Key transferable skills, all evidenced in recent career history*

### • Organisational

I thrive under pressure, have a tenacious approach to work and I am results focused.

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| ✓ Diary management of senior staff   | ✓ Completing workplace risk assessments   |
| ✓ Working to tight deadlines and prioritising workload   | ✓ Updating and maintaining databases  |
| ✓ Dealing with purchase orders and invoices  | ✓ Minute taking   |
| ✓ Budget management; financial reporting, creating and maintaining budgets and petty cash reconciliation | ✓ Monitoring and Reporting Service Level Agreements                                     |
| ✓ Organising of logistics, including international travel arrangements, visa and security clearances     | ✓ Issuing and obtaining essential paperwork including staff contracts and starter forms |

### • Interpersonal

I pride myself on being able to build professional relationships with individuals with diverse backgrounds, from young offenders to A List celebrities and academics to talent agents

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| ✓ Accustomed to working in high pressured environments with creative and challenging individuals | ✓ Team management and delegation                     |
| ✓ Trained in conflict resolution   | ✓ Exceptional communication skills aural and written |
| ✓ Excellent negotiating skills   | ✓ Flexible, friendly and approachable nature         |

### • Technical

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| ✓ Microsoft Office competent | ✓ Trained in First Aid response and knowledge of health and safety in the workplace |
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## SPECIALIST FILM PRODUCTION SKILLS

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| ✓ Sourcing and recruiting qualified crew members and contractors  | ✓ Sourcing film locations as per director briefing and negotiating costs/necessary filming permissions |
| ✓ Breakdowns, Scheduling and budgeting on Movie Magic Software  | ✓ Obtaining Child Performance Licensing and good knowledge of child working hours                      |
| ✓ Script editing on Final Draft software  | ✓ Call sheets and sides, etc.  |
| ✓ Completing daily progress reports for production and assistant directors  | ✓ Sourcing supporting artists and good knowledge of performance rates via FAA                          |
| ✓ Completing PACT and US SAG artist paperwork, including international and local liaison and with US cast payroll | ✓ Footage clearances   |
|   | ✓ Coordinating shoots abroad and liaising with fixers  |

## RECENT CAREER HISTORY

October 2015 – February 2016 career break to travel

- April - September 2015**      **Production coordinator and 2<sup>nd</sup> Assistant Director**  
**ARCHER'S MARK** (Feature Film, showing at Sundance 'Notes On Blindness')  
Closely supported the producer and directors from pre-production and throughout the shoot.
- March - April 2015**      **Production coordinator and 2<sup>nd</sup> Assistant Director**  
**CHANNEL 5** (TV Programme, 'Witch Hunters')  
Closely supported all heads of department with their needs. Shot in Wales and Portsmouth.
- February - March 2015**      **Crowd Coordinator**  
**WORKING TITLE/NBC UNIVERSAL**  
(TV Series, Sky One, 'Me, You and The Apocalypse', 2 episodes)  
Closely worked with director and AD team, responsible for booking and managing all background artists.
- January - February 2015**      **Production Coordinator**  
**THUMBS UP PRODUCTIONS** (TV Series, ID Channel, '50 ways to Kill Your Lover', 4 episodes)
- November 2014 -January 2015**      **HR Resourcing Administrator**  
**AMEY PLC, Oxford**  
Supported the resourcing team whom make over 200 hires for across the company per month.
- September - October 2014**      **Production Coordinator (UK) and 2<sup>nd</sup> Assistant Director (CHINA)**  
**Shorts TV International Ltd** (Short Film, 'Freeze Frame')  
A short film in partnership with Film Is GREAT China and Shorts International in partnership with the British Embassy in China. Shot in London, Edinburgh and Shanghai.
- July - August 2014**      **2<sup>nd</sup> Assistant Director**  
**JellyFish Films** (Feature Film, 'Breaking Free')  
An independent feature film shot in Bristol and at a live festival 'End Of The Road', currently in post-production.
- March - July 2014**      **Assistant to 2<sup>nd</sup> Assistant Director**  
**20<sup>th</sup> Century Fox TV** (TV series, Sky One, '24:Live Another Day', 10 episodes)  
Supported all ADs at base. A long running television series shot in London and Southampton.
- January 2014 (1 month)**      **Administration Assistant**  
**NHS BLOOD AND TRANSPLANT, John Radcliffe Hospital** (Via Reed Recruitment)  
Providing highly confidential administrative support to the admin team during staff changes.
- October - December 2013**      **Crowd Coordinator**  
**MALADY FILMS** (Feature film, Cinema Distribution, 'The Falling')  
An independent feature film shot in and around Oxfordshire
- August - October 2013**      **2<sup>nd</sup> Assistant Director**  
**FIERCE PRODUCTIONS** (Feature Film, Cinema Distribution, 'Honeytrap')  
An independent feature film shot in and around Brixton, London.
- April 2011 - August 2012**      **HR Administration Assistant**  
**THE OXFORD-MAN INSTITUTE, Oxford University**  
\*Awarded temporary worker of the month for Reed, Oxford, voted for by my employers and colleagues  
Providing varied administrative support to the institute director, professors, students and Events, Finance and HR as part of the administrative team.

## EDUCATION

### **2012 – 2013            PRODUCTION MANAGEMENT FOR FILM**

National Film and Television School, UK  
Post Graduate Diploma

### **2010-2011            PRACTICAL FILMMAKING**

New York Film Academy, USA  
Diploma

### **2006 – 2009            B.A. CREATIVE STUDIES IN ENGLISH, awarded 2.1**

Bath Spa University, UK  
Undergraduate Degree

### **2005                    A-levels**

Wheatley Park School, UK  
ENGLISH LITERATURE AND LANGUAGE, grade B  
PHILOSOPHY AND ETHICS, grade B  
PSYCHOLOGY, grade D

## **Personal**

- Great sense of humour
- Discreet personality.
- High emotional intelligence
- SSI qualified advanced scuba diver

## REFERENCES

The below persons can be contacted for references; I have had the pleasure of working with them on more than one occasion.

**Claire Otway**, Line Producer (*Montana/Witch Hunters*)

E: [claireotway@gmail.com](mailto:claireotway@gmail.com)

**Stephanie Charmail**, Line Producer (*Honeytrap*)/ Head of Production (*Shorts TV*)  
(*Honeytrap/FreezeFrame*)

E: [s.charmail@shorts.tv](mailto:s.charmail@shorts.tv)