

Ellie Davis

Production Secretary

Bases in London, Manchester and Midlands. Will Relocate

07720 628 583

ellie.davis16@live.co.uk

Objective:

A Production Secretary with experience of booking travel and accommodation, keeping up to date records, raising purchase orders and creating TMOs. Working up to a career in production management.

Skills:

- Full Driving Licence
- Experience of Scenechronize, SmartPO, DPO & PMI
- Keeping records up to date
- Organising travel for UK & International shoots
- Writing TMO's
- International shipping

SCRIPTED EXPERIENCE

DATE	ROLE	PRODUCTION	HODS
Mar 25 - June 25 / July – Aug 25 / Sep 25	Production Secretary (Travel)	Neuromancer S1 Skydance Television	Prod Sup: Chris Mullins PC: Jenny Martin
June 23 - Jan 24 Contracted	Production Secretary (Travel)	The Amateur 20th Century Studios	PC: Amy Sharman T & A Coord: Ben Richardson
Jan 23 - May 23 Contracted	Travel Secretary	Andor S2 Lucasfilm	PC: Chris Mullins T & A Coord: Sarah Jones
May 22 - Nov 22 Contracted	Production Secretary	Champion S1 New Pictures	PM: Sioned Edwards PC: Nina Somers
June 21 - April 22 Contracted	Travel Secretary	Secret Invasion S1 MCU Studios	PC: Liam Farnes APOC: Christopher J. Smith
Jan 21 - May 21 Contracted	Production Assistant	Doctor Strange in the Multiverse of Madness MCU Studios	PC: Fiona Harper APOC: Kirsty Squibb
Nov 20 – Nov 20 Dailies	Production Runner	There's Always Hope Bad Penny Productions	PM: Peter Miller PC: Lauren Parker
Oct 19 - Dec 19 Contracted	Production Office Runner	Small Axe Bluebeat Productions	LP: Deborah Aston PC: Jen McKeown
July 19 – Aug 19 Contracted	Production Runner	Class Dismissed Children's BBC	LP: Sam Milnes PC: Jenni Marques

GDPR Statement: This CV may be kept on file and distributed for employment purposes

Education and Training:

ScreenSkills • Understanding Clearances • July 2024

ScreenSkills • Final Draft training for HETV • February 2024

BA Broadcast Media • 2:1 • July 2016 • University of Brighton •

References: Contact details available on request