

LIZZIE WARHAM



Leeds/London



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lizzie@warham.org



Over 25 with full clean driving licence

CORE SKILLS

Clearances

Crew & contracts

Schedules inc. AAG, DOOD's

Accommodation, catering
and travel booking
(international & domestic)

Finding quotes & raising
purchase orders

Diary Management

Equipment rentals

Payments & petty cash
reconciliation

Invoicing

Call-sheets

Movement orders

Script amendments & distribution

Risk assessments

Contracting, optioning and
contributor release forms

DBS checks

Crewing up

TECHNICAL SKILLS

We Got Pop

Set Keeper

Microsoft Office (Excel,
Word, Powerpoint)

Adobe CC (inc. InDesign,
Photoshop, Acrobat)

FinalDraft

HTML, CSS, WordPress

iCal, Google Cal, Slack,
Trello, Asana

MMB & MMS

EXPERIENCE

ASSISTANT PRODUCTION COORDINATOR

EXTRAORDINARY | Sid Gentle Films / Disney | September 2021 - present
Pete Coogan | Andrew Gwyn Davies | Sharon Kaur

PRODUCTION SECRETARY

RAGDOLL | Sid Gentle Films / AMC & UKTV | March - September 2021
Lizzie Rusbridger | Pat Lees | Sharon Kaur

COVID COORDINATOR

WHAT'S LOVE GOT TO DO WITH IT | Focus Features - January - March 2021
Jerry Burnage | Claire Gibson | Shekar Kapur

PRODUCTION SECRETARY

ANNE BOLEYN | Fable Pictures | September 2020 - January 2021
Claire Campbell | Rob Yeomans | Aaron Hillier | Emily Tillman

PROJECTS COORDINATOR (2019 - 2020)

PA & OFFICE MANAGER (2017 - 2019)

DUCK SOUP FILMS | 2019 - 2020

Bekki Wray Rogers | Libby Durdy | Jessica Holyland | Kate O'Hara

Coordinating workshops, contributor management, creating risk assessments, managing COVID risks, organising readthroughs, recces, invoicing, creating call-sheets and movement orders, budget management, script amendments and distribution, checking rights availabilities, creating treatments and positioning documents on InDesign and Photoshop.

SCRIPT AND BOOK READER

ELEVEN FILMS, DUCK SOUP FILMS

TEAM ASSISTANT

BAFTA | 2017

Administration of 200+ events, technical delivery, budget and expenses reconciliation, booking travel & accommodation, managing social media platforms, copywriting.

ARTIST LIAISON, ACCREDITATION MANAGEMENT & STAGE MANAGEMENT

BBC RADIO ONE'S BIG WEEKEND, BBC TEEN AWARDS, BBC 1XTRA LIVE and
FESTIVAL NUMBER 6 + many more | 2014 - 2019

Advancing shows, liaising with labels & artists, managing riders, overseeing tech specs, and stage management.

LOCATIONS ASSISTANT - Dailies

ACKLEY BRIDGE | The Forge | Jonathan Davies | February 2017

MOUNT PLEASANT SPECIAL | Tiger Aspect Productions | James Goodwin | 2017

TRAINING & EDUCATION

Post Production Training for Production Coordinators - Screenskills 2021

Managing COVID-19 Risks on Productions + COVID supervisor topup - 2021 -1st
Option

Coronavirus Basic Awareness course - 2021 - ScreenSkills
Production Management Course, BECTU - 2019

First Aid & Fire Warden trained, 1st Option - 2019

BA Hons. Sociology (International) First Class- University of Leeds and University of
Copenhagen - 2015