

CV | AMELIA DYER

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PERSONAL PROFILE

Production professional with a decade of experience across scripted drama, live OBs, and studio entertainment. Known for smooth logistics, seamless travel coordination, and keeping teams supported and calm when things get hectic. Highly organised, proactive, and passionate about creating a positive working atmosphere on every shoot.

CURRENT EMPLOYMENT

West Midlands Police – Legal Department – Business Support assistant

Aug 2024 – Mar 2026

- Provide high-level administrative and logistical support to solicitors and investigators within the Legal Department.
- Responsible for managing case documentation, coordinating information requests, and always maintaining confidentiality. Liaise with internal departments and external stakeholders to ensure deadlines are met, processes run smoothly, and sensitive materials are handled securely. Demonstrate strong organisation, attention to detail, and adaptability in a fast-paced environment.

FILM & TV EMPLOYMENT HISTORY

COMPANY	PROJECT	ROLE	DATE
Netflix – Sister	Eric	Travel Coordinator	Feb – June 2023
<ul style="list-style-type: none">• Travel co-ordinator for Band 4 period drama for Netflix.• On location in Hungary, with 5 weeks shoot in New York.			
Netflix – Haggie Pictures	3 Body Problem	T & A Co-ordinator	May 2021 – Sept 2022
<ul style="list-style-type: none">• Travel & Accommodation co-ordinator for cast and crew on Netflix's Adaptation of 3 body Problem, based out of Shepperton.• 8 months prep for 38-week shoot, filming in the UK, with units in Spain, and the US.			
Netflix – Chips Pictures	The Bubble	T & A APOC	Dec 2020 – May 2021
<ul style="list-style-type: none">• Travel & Accommodation assistant co-ordinator for cast and crew on Judd Apatow's The Bubble – comedy feature for Netflix, based out of Shepperton.• 7 weeks prep for 13-week shoot, filming in greater London.			
HBO	The Nevers S1	Prod. Secretary	Nov 2019 – Dec 2020
<ul style="list-style-type: none">• Production Secretary at Titan Studios for HBO's period drama The Nevers, produced by Joss Whedon,• Main duties included crew contracting (with Crew Start & Engine).			
Kudos for ITV	Grantchester S5	Prod. Secretary	June – Nov 2019
<ul style="list-style-type: none">• Production Secretary at Elstree Film Studios, for ITV period police drama; 15-week shoot, filming in London, Cambridge, and Thame.• Main duties including travel and accommodation, crew & cast contact lists, child licences, processing invoices & POs, crew onboarding with POP, and any ad hoc duties.			
BBC Children's	The Demon Headmaster	Prod. Co-ordinator	May - Jun 2019
<ul style="list-style-type: none">• 4-week prep on new BBC Children's drama filming in Motherwell and Cumbernauld• Helping to set up the production office, crewing, casting, readthrough and rehearsal for BBC Children's Productions Ltd based in Scotland.			
Sunset + Vine	European Indoor Athletics	Prod. Co-ordinator	Mar 2019
<ul style="list-style-type: none">• Onsite OB Coordinator for live broadcasting of the athletics held at the Emirates Arena Glasgow• 10 Day event 08:00 - 22:00, organising running orders, crew meals, travel, and processing invoices / POs, and ad hoc duties on the day.			

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Sunset + Vine Scotland	Scottish Football and Bowls	Prod. Co-ordinator	Jan 2017 – Mar 2019
<ul style="list-style-type: none">• Office and OB Coordinator for live broadcasting the Scottish Premier League, Betfred Cup, Inn Bru Cup, Scottish and International Bowls• Booking travel and accommodation for Talent and Crew for all games in Scotland and aboard.• Booking camera crew, runners, reporters, MUAs, EVS ops, and Talent security for match days• Looking after spend, cost tracking, cost reports, and cost reconciliation.• Post-Production paperwork, Silvermouse, release forms, and filming licenses.			
Kindle Entertainment	The A List S1	Prod. Secretary	Jun 2018
<ul style="list-style-type: none">• Glasgow based, 3 weeks cover production secretary for children's drama filming near Glasgow.• Organising travel, accommodation, hire vehicles, and raising POs.• Reacting to and solving any issues that came up (eg. cast illness, set fire, & weather).			
Zodiac Kids – Banjay	Secret Life of Boys Special	Prod. Secretary	Nov 2017
<ul style="list-style-type: none">• 3-week holiday cover for children's scripted comedy, filming at Wimbledon Studios. Organising travel, accommodation for cast and crew, organising kit and hire cars.			
Objective Media Group	Pilot, The Year of the Rabbit	Prod. Secretary	Oct 2017
<ul style="list-style-type: none">• Pilot, 1 week shoot filming on location in Kent & London on a comedy period drama.• Organising accommodation/travel for cast and crew, per diems, petty cash, helping organise safety equipment and ad hoc duties.			
BBC Children's London	Hetty Feather S4	Prod. Secretary	May – Oct 2017
<ul style="list-style-type: none">• Children's CBBC period drama filming on location in Kent.• Booking travel & accommodation for cast. Managing child licences.• Paperwork: raising POs, accident reports, Albert, and Silvermouse.			
IMG London	Premier League Productions	Prod. Co-ordinator	Jul 2016 – May 2017
<ul style="list-style-type: none">• London based office coordinator for daily live studio shows, main duties include booking and scheduling reporters, editors, APs, make-up artists, and studio runners.• Line-managing and training production assistants; ensuring daily call sheet is updated and correct.• Setting up all aspects of VT shoots and ensuring budgets are adhered to.• Prep and onsite coordination of outside broadcasts.			
Sunset + Vine London	Staff	Prod. Co-ordinator	Sept 2013 – Jul 2016
<p>Olympic YouTube channel, Winter Paralympics, Crufts, Henley Royal Regatta, & Dubai World Cup</p> <ul style="list-style-type: none">• Supporting the digital team with all requirements from pre-production to post-production, working on OBs, digital content, and live studio shows.• Arranging and co-ordinating UK and international shoots to a variety of territories.• Compiling call sheets, sorting accommodation, travel, visas, carnets etc...• Ensuring all contacts and necessary information databases are correct and up to date.• Sourcing and tracking use of filming equipment across all projects.• Administering/reconciling petty cash, company credit cards, and personal expenses.• Raising purchase orders in Proactis and working closely with accounts. Helping compile budgets, cost tracking for multiple projects, as well as cost reporting.• Organising large-scale company events and any corporate hospitality, including arranging lunches, Quiz Nights, and Christmas Parties for up to 500 people.			

HOBBIES

Outside of work, I enjoy writing, exploring local food events, quiz nights, film festivals, and hiking.

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