

# Rebecca MacLeod

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I have worked for over a decade in the events industry in financial services, most recently for **Goldman Sachs**. I led multiple teams that organised high profile international events with multi-million dollar budgets. I have a passion for film and have chosen to pursue a new career in the entertainment industry. I believe that my first class organisational, logistics and relationship skills perfectly suit roles in **Production**.

## Film Experience:

Date	Position	Production	Team
Dec 2017 – Jan 2018	Production Coordinator	The Ghost (Short film by Ribeye Films Ltd)	<b>Line Producer</b> – Alex Gavigan <b>Production Manager</b> – Aneta Chalas
Aug - Nov 2017	Production Secretary	King Lear (Playground Television UK Ltd.)	<b>Director</b> – Richard Eyre <b>Line Producer</b> – Michelle Mullen
July 2017	Production Assistant	The Mountain Between Us additional photography (20 <sup>th</sup> Century Fox)	<b>Line Producer</b> – Dean O’Toole <b>Production Manager</b> – Megan Wynn
June & July 2017	Production Assistant	Isle of Dogs - Dailies (Feature Film – IOD Productions)	<b>Director</b> – Wes Anderson <b>Production Coordinator</b> – Karen Rodrigues
June 2017	Production Assistant	Clockwise Media	<b>Managing Director</b> – Andrew Harrison
June 2017	Location Marshal	The Angel - Dailies	<b>Director</b> – Ariel Vromen
May 2107	Location Marshal	Colette – Dailies Feature Film - Number 9 Films (UK)	<b>Director</b> – Wash Westmoreland <b>Location Manager</b> – Richard Lyndsay

## Previous Experience:

### **June 2012 – May 2017: Event Management & Hospitality Operations, Goldman Sachs, London**

- Oversight and logistics management of all events for the Executive Office, Private Wealth Management, Asset Management and Federation divisions in the world’s number 1 Investment Bank
- Managed large vendor teams, schedules and operations across Europe, Middle East and Africa
- Developed calendar of events aligned to divisional strategy, managed budgets, approvals and led delivery teams
- Curated content and managed high profile speakers & performers, their contracts, briefs and payments

### **October 2011 – April 2012: Senior Event Manager, NEST Corporation, London**

- 6 month contract role responsible for developing and delivering the events pillar of this company’s launch strategy.

### **2005 – September 2011: Sponsorship & Events Manager, Aegon, Edinburgh**

- Developed strategic solutions for event requirements; created, owned and delivered events
- Managed all stages of the event life cycle including brief, venue finding, budget, negotiations, communications, on site event and delegate management and post event evaluation
- Project managed the Championships at Queen’s, the flagship event of Aegon’s £25million sponsorship deal with the Lawn Tennis Association.

## Core skills:

- **Enthusiasm:** Ever since my university job at Blockbuster Video I have loved film and I’m excited to throw myself in to a new career
- **Personable:** Proven success at quickly establishing strong, lasting and professional relationships
- **Judgement:** Anticipating issues before they arise and making swift decisions under pressure
- **Reliable:** Trusted to deliver projects on time and to achieve the brief
- **Teamwork:** Be it leading or enabling, every event I have delivered has been built on a foundation of teamwork and commitment to shared goals
- **Attention to detail:** The devil is in the detail, I notice the little things and get them right
- **Organisation:** I have first class organisational skills, I know how to prioritise my time and make things happen.

## Other information:

- Full clean driving licence and own car.
- A member of Calltime Company [www.calltimecompany.com](http://www.calltimecompany.com) and completed the Calltime Runners training day
- Proficient in Microsoft Office