

# MS SEI-KAI LEUNG

## Production Secretary

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BECTU ID: L0563726

Bright, spirited and confident, harmonised with a friendly approach to working in a professional manner. A positive attitude and understanding to the constant changes within a production. Just like Bamboo, I have the ability to adapt to constant changes and bend with the wind. Possesses a distinguished friendly telephone manner, with the ability to communicate well across all levels of authority. Experienced with handling contracts, liaising with agents, actors as well as Equity rates in an actors contract, diary management and distribution, arranging and writing up travel movement orders. Have an excellent ability to foresee issues arising and plan ahead, as well as handle and solve problems. This includes prioritizing tasks, which I believe should be a minimum standard as a member of production.

### Credits

#### Production Secretary

Producers: Kenneth Branagh, Ridley Scott, Mark Gordon, Judy Hofflund, Matthew Jenkins, Simon Kinberg, Kevin J. Walsh

#### FOX UK/Disney

Directed by Kenneth Branagh  
Written by Agatha Christie  
Screenplay by Michael Green

#### Feature - Death on the Nile (2021tbc)

Sept 2019 – 5 months  
Longcross Studios  
Starring Kenneth Branagh, Gal Gadot, Armie Hammer

#### Production Secretary

Producers: Anita Overland, Michael Elliott, Tracey Scoffield, David Tanner, Simon Bird

#### BBC – Drama

Directed by Steve McQueen

#### TV - 'Small Axe' Ep 1&2 (2020)

April 2019 – 5 Months  
Location, London  
Starring Shaun Parkes, Letitia Wright, John Boyega

#### Production Secretary

Producers: Deborah Aston, Jim Mooney, Michael Elliott, Tomas Brown, Siobhan Hewlett

#### UME12 Ltd

Directed by Mitch Jenkins  
Written by Alan Moore

#### Feature - The Show (2020)

November 2018 – 2 Months  
Location, Northampton  
Starring Tom Burke, Ellie Bamber, Christopher Fairbank

#### Production Runner

Producers: Greg McManus, Guy Heeley, Adrian Sturges

#### Flying Castles Ltd

Directed by Jessica Swale

#### Feature - Summerland (2020)

October 2018 – 4 Weeks  
Location, Eastbourne  
Starring Gemma Arterton, Gugu Mbatha-Raw, Penelope Wilton

#### Production Runner

Producers: Rebecca Hodgson, Anna Symon, Diederick Santer, Karen Wilson

#### ITV/KUDOS - Drama

Directed by Harry Wootliff, Jim Loach

#### TV - Deep Water Ep 1 (2019)

July 2018 – 3 Months  
Location, Lake District  
Starring Anna Friel, Rosalind Eleazer, Sinead Keenan

#### Production Secretary

Producers: Tim Dennison, Nick Frost, Simon Pegg, Joe Kotroczo, Josephine Rose, Diego Suarez Chialvo, Huberta Von Liel, Charlotte Walls

#### Sparta House Ltd

Directed by Crispian Mills

#### Feature (Pick ups) Slaughterhouse Rulez (2018)

Mar 2018 – 2 Weeks  
Pinewood Studios  
Starring Margot Robbie, Simon Pegg, Michael Sheen, Nick Frost

#### Production Runner

Producers: Humphrey Barclay, Chris Sussman, Moira Williams, Frances Mable

#### BBC Studios - Drama

Directed by Sandy Johnson

#### TV - Hold the Sunset - Series 1 (2018)

June 2017 – 2 Months  
Twickenham Studio/ Location, Twickenham  
Starring John Cleese, Alison Steadman, Jason Watkins

<b>Runner</b> Produced by Heel Stone Pictures Line Producer – Greg McManus	<b>Channel 4 - Drama</b>	<b>TV (Pick Ups) Crossing the Border (2018)</b> May 2017 – 2 Days Studio/Location, Uxbridge
<b>Production Secretary</b> Producers: Liane Escorza, Soledad Gatti-Pascual, Patrick Fischer, Lizzie Franke, David Gilbery	<b>Diablo Films Ltd/ BFI</b> Directed by Steve McLean	<b>Feature - Postcards From London (2017)</b> Nov 2016 – 2 Months Built Set, Beaconsfield Starring Harris Dickinson
<b>Production Assistant</b> Producers: Greg McManus, Kristian Broadie, Lauren Dark, David Kosse, Sam Lavender, Ivana MacKinnon, Myles Payne, David Staniland, Natascha Wharton	<b>Agile/Stray Bear Films/BFI</b> Directed by Michael Pearce	<b>Feature – Beast (2017)</b> June 2016 – 2 Months Location, Cobham/Woking Starring Jessie Buckley, Johnny Flynn, Geraldine James
<b>Production Runner</b> Producers: Greg McManus, Marco Cohen, Fabrizio Donvito, Benedetto Habib, Hua-Tao Teng	<b>Sony Columbia Pictures</b> Directed by Feihong Chen	<b>Feature - My Best Friends Wedding (2016) (Chinese remake)</b> July 2015 – 2 Months Location, London Starring Qi Shu, Shaofenf Feng, Victoria Song
<b>Runner</b> Producers: Greg McManus, Judit Schmidt, Charlotte Wontner, Steve Bowden, József Berger	<b>Hopscotch Films</b> Directed by János Edelényi	<b>Feature - The Carer (2016)</b> June 2015 – 4 Weeks Location, Boughton Monchelsea Starring Brian Cox, Coco König, Emilia Fox, Sir Roger Moore, Anna Chancellor
<b>Runner</b> Producers: Christopher Pencakowski, Bella E.Danon, Adam Baroukh, Eddie Sternberg	<b>Superplex</b> Directed by Eddie Sternberg	<b>Short - I Used to be Famous (2015)</b> Sept 2015 – 2 Days Location, Peckham Starring Naomi Ackie, Tom Bacon, Byron Konizi
<b>Stand in</b>	<b>ITV – Reality/Games</b>	<b>TV - Take me out (2015)</b> Nov 2014 – 4 Weeks Maidstone Studios Hosted by Paddy McGuinness
<b>Art Department Assistant</b>	<b>BBC – Games</b>	<b>Sport Relief 'Top Dog' (2014)</b> Jan 2014 – 2 Months Maidstone Studios Hosted by Gaby Rosalind
<b>Stand in</b>	<b>ITV – Reality/Games</b>	<b>Take me out (2014)</b> Nov 2013 – 2 Weeks Maidstone Studios Hosted by Paddy McGuinness

## OTHER

<b>Camera Assistant/Runner</b>	<b>Nemorin Creative Film and Video Ltd</b>	<b>Net-A-Porter</b> Commercial – March/April 2017
<b>Camera Assistant/Runner</b>	<b>Nemorin Creative Film and Video Ltd</b>	<b>Cheval Residencies</b> Commercial – May 2016
<b>Runner</b>	<b>Nemorin Creative Film and Video Ltd</b>	<b>London Cocktail Club (Time Out Online)</b> Commercial – April 2016
<b>Runner</b>	<b>Sums Film and Media</b>	<b>The Phonebook</b> Series Pilot – May 2016
<b>Casting Runner</b>	<b>Saatchi&amp;Saatchi</b>	<b>Head and Shoulders</b> Commercial – Oct 2015

## ADDITIONAL SKILLS

**Camera experience** Sony XDCAM, Sony PMW-100, Sony NEX-5 DSLR, Canon 7D DSLR  
**Editing** Final Cut Pro X  
**Own Private Car** Full Drivers License 10+ years with Business insurance. Confident at driving Auto and Manual. Can also drive larger vehicles such as a 7+ seats.

## EDUCATION

**2013 – 2016 BA(Hons) TV Production**  
**2:1 Graduate** University for the Creative Arts Rochester  
**2012 Producers Foundation Certificate**  
Raindance Film School  
**2010 – 2012 BTEC Level 3 Diploma in TV and Film Production**  
Southwark College  
**2007 – 2008 Foundation in Architecture and Interior Design**  
London Metropolitan