

NATALIE SUTTON

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Professional Profile

Self-motivated Production Secretary offering two-years experience in the capacity of Live TV, Branded Content, Commercial and Reality Production. Worked with multiple producers and reported to production managers. Has experience of projects from development, with involvement in casting, production and post-production.

Performs well under pressure, with experience on fast-paced US and UK productions. Keen to meet new creatives and assist with upcoming shoots and specialize in broadcast and factual content.

I have experience in the following:

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- Scheduling crew and organising their contracts and rates
 - Producing Call Sheets and Schedules
 - Finance: Expenses, Petty Cash, PO's PMI and Reconciliation
 - Managing Runners and PAs
 - Experience in multiple genres: Commercial, Online, Factual, Corporate, Reality.
 - Experience working across multiple budgets and actuals
 - Experience in Studios and on Location
 - Location Scouting
 - Arranging Kit Hire, Catering, Transport
 - Organising Recce's/shoots in UK and overseas i.e. Carnet, Travel, Accommodation, Movement Orders
 - Experience with US and UK Appearance Releases
 - Post Production: Assisting with post schedule, music clearance
 - Diary Management for in-house staff
 - Working with multiple Freelancers
 - Experience assisting US Crews

Employment

ZigZag Productions

October – November 18	Ben Hanlin's Live and Deadly: Drowned	Production Secretary
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Leap Productions

July 2017 – September 18	Virgin Trains ServiceNow Promo	Production Coordinator
	Dear Jane Apple Documentary	Production Coordinator
	Love and Hip Hop: Hollywood	Production Coordinator
	Ball in the Family Facebook Shoot	Production Secretary
	A&O Miami Conference 2018	Production Secretary
	Nintendo Mario Kart Deluxe	Production Secretary
	IHG Kimpton Launch Amsterdam	Production Secretary
	YouTube Rewind 2017	Production Assistant
	Nintendo Arms Commercial	Production Assistant

Papaya Films

June 2017	Winiary Chlodnik Commercial	Production Assistant
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Rattling Stick

February– March 2016	Elton John “Tiny Dancer” Video	Runner
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Catwalking.com

February 2016- September 2017	Assisting at LFW Womenswear	Part-time Production Assistant to On-site Photographers
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Proversity

May– June 2017	CPCS Educational Instructional Videos	Production Assistant
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Raindance Film Festival

August– September 2016	Assisting with Screenings and Q&A’s	Assistant to Scheduling Manager
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Pinewood Studios

May-July 2015	“Hunter Killer” and “Transformers: The Last Knight”	Locations Assistant
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Skills

- Microsoft Office Suite inc Excel, Word, Powerpoint, Final Draft, Adobe Premiere Pro, Adobe CC, Google Docs, Google Sheets, Script Breakdowns.
- Good Social Media Skills inc Twitter, Facebook, Instagram, LinkedIn.
- Cost Manager and POs
- Final Cut, Avid Editing Skills
- Basic Camera and Sound Skills
- London Zone 2 Based
- Great time-management, diary management, and negotiation skills.
- Great socialising skills
- Great attention to detail
- Floor Runners Bootcamp Training (2018)

Education

Bachelor of Arts – Film and Television Production with Honours –
University of Westminster – 2014-2017 – **First Class Honours**

For Showreel and Bio: www.nataliesuttonfilm.weebly.com

References Available on Request