

# Carrie Domendziak-Forth | Production Secretary

07891 569 883 | [c.domendziakforth@gmail.com](mailto:c.domendziakforth@gmail.com) | [www.carriedomendziakforth.com](http://www.carriedomendziakforth.com)

A hard-working and reliable team player with excellent production management skills acquired from a varied background in freelance and full-time work with the BBC, Film London, independent production companies and promos for clients such as adidas and Chanel.

- ❖ First Option - Managing Covid-19 risks on production
- ❖ Albert sustainability training
- ❖ DBS enhanced certification
- ❖ First aider
- ❖ Fire warden (BBC)
- ❖ Full clean UK driving licence (25+)
- ❖ Office & Microsoft proficient (inc. Excel)
- ❖ Apple & Mac OS proficient
- ❖ Movie Magic budgeting & scheduling
- ❖ Google suite
- ❖ Booking of accommodation, catering, equipment, facilities & travel in the UK and overseas (ROI)
- ❖ Crew scheduling & resource management
- ❖ Logistics & shoot schedules (inc. unit moves)
- ❖ Production paperwork
- ❖ Budget management (up to £80k)
- ❖ Finding quotes & raising purchase orders
- ❖ Cost monitoring & reporting
- ❖ Payments & petty cash reconciliation
- ❖ Child performance licences (UK & International)

FREELANCE EXPERIENCE: TV			
The Tower, ITV Mammoth Screen	HETV drama Production Secretary	April 2021 - Present	Producer: Paul Testar LP: Charles Bates
The One Show, BBC One BBC Studios	Live broadcast television Production Management Assistant	Sep 2020 - April 2021	PM: Emma Magee PC: Martin Heriot
<ul style="list-style-type: none"> <li>● Provided essential administrative support to The One Show production, with average audience figures of 5 million a week.</li> <li>● Raised crew bookings via the BBC system, SAP, and populated and distributed the weekly crew schedule.</li> <li>● Updated the daily cost monitor and assisted the PC with forecasting for upcoming shows.</li> <li>● Maintained and published daily call sheets using knowledge of BBC systems and working practices.</li> <li>● Reviewed and assessed studio scripts via the system, TIPS, and ensured alterations were accommodated for in the studio.</li> <li>● Maintained a safe and healthy working environment at all times, as well as implemented processes in-line with Covid-19.</li> <li>● Responsible for the smooth running of the production office, acting as the key point of contact for guests and crew.</li> <li>● Exceptional professionalism and discretion when liaising with guests and their agents and/or publicists.</li> </ul>			
Raiders of the Lost Art, Yesterday 3DD Productions	TV docudrama (1 episode) Production Assistant	June 2014	Producer: Edward Cotterill
FREELANCE EXPERIENCE: FILM			
INVISIBLE New Forest Film Co	Short film Line Producer	Aug - Oct 2020	Producer: Nell Green
<ul style="list-style-type: none"> <li>● Managed two Production Assistants and oversaw the production, including the budget (£50k), production schedule, shoot schedule, locations, facilities, recruitment of key personnel (cast &amp; crew) and facilitated a safe environment during Covid-19.</li> </ul>			
Untitled documentary MetFilm Production	Proof of concept Production Assistant	Aug 2020	Producer: Stewart le Maréchal
<ul style="list-style-type: none"> <li>● Acquired a time sensitive international child performance licence for the lead cast member during Covid-19.</li> </ul>			
The Two Faces of Tomorrow Film London	Artist film Archive Researcher	April - June 2020	Producer: Tracy Bass
The Black River of Herself Film & Video Umbrella	Artist film Production Manager	May - Dec 2019	Producer: Tracy Bass
<ul style="list-style-type: none"> <li>● Oversaw all production stages of the project including the budget (£80k).</li> <li>● Filmed at various exterior locations across the Republic of Ireland over a 7 day period working with local suppliers and crew.</li> </ul>			
Next Time Film London	Short film Production Assistant	June 2014	Producers: Charlie Mather & Prudence Beecroft

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Comedienne Seven Hills Production	Short film Production Assistant	June 2014	Producer: James Pickering
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## FREELANCE EXPERIENCE: BRAND FILMS, MUSIC VIDEOS & COMMERCIALS

adidas Formotion Uncle Sunshine	Brand film Production Assistant	Feb 2020	Producer: Dolly Course
Askjell ft. Aurora 'To Be Loved' Odelay Films	Music video Production Runner	Nov 2018	Producers: Gwilym Lewis-Brooke & Ersan Beskardes
Chanel J12 Moonphase Hi-ReS! London	Commercial Production Assistant	June 2013	Producer: Tracy Bass

## FULL-TIME EXPERIENCE

Revolution Viewing	Senior Associate Producer & Production Coordinator	March 2017 - Sep 2018	Line Manager: Sarah-Jane Spooner
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- Production of animation and video content for 80 Higher Education institutions in the UK.
- Point of contact for clients with the ability to manage up to 30 projects at any one time, from conception to completion.
- Organised the time and resource of team members from pre-production to post-production.
- Produced all shoot documentation including call sheets, release forms, risk assessments and schedules.
- Created and managed Gantt charts (production schedules) with responsibility for timescales and deliverables.
- Budget management including logging purchase orders, expenditure and raising quotes and invoices.
- Delivery of assets and preparation of videos for broadcast distribution.

Revolution Viewing	Project Coordinator	July 2014 - March 2017	Line Manager: Tom Greveson
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- Coordination of video, photography, 360 virtual tours and CG animation projects for home builders.

oXyFire Media Creative	Production Assistant	July 2013 - June 2014	Producer: Jay Rozanski
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- Assisted with the production of online and e-learning content for clients such as British Airways and the NHS.

## INDEPENDENT PROJECTS & OTHER ROLES

- Producer: The Moderator | Short film (5 mins), Jan 2020 - BFI Future Film Festival, 2021
- Producer: iyatraQuartet | Music video (8 mins), June 2019 - The Lift Off Sessions, 2020
- Producer | PhD videos - Goldsmiths, University of London, Nov 2018
- Q&A Photographer | Leeds International Film Festival, Nov 2017
- Administration Assistant | Leeds Animation Workshop, July - Sep 2012

## EDUCATION

MA Filmmaking (Producing), Distinction	Goldsmiths, University of London	Sep 2018 - Sep 2019
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- Producer on two short films; 'The Evie Project' (12 minutes) and 'Goldie' (5 minutes).
- Ran a successful one month Kickstarter fundraising campaign and worked with a team to achieve a target of £4,000.
- Underwent modules on law for filmmakers, understanding the media industry and scriptwriting.

BA (Hons) Media & Communications, First Class	Goldsmiths, University of London	Sep 2010 - April 2013
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