

Hi, I am Paula.

I am experienced working within high pressure environments to meet my deadlines. I have excellent planning and time management skills, which comes across in everything I do, as well as being highly experienced in people management. I also have great relationship building skills, with both clients and colleagues. I am seeking a new challenge where I'll be given the opportunity to improve on all of these skills, as well as further my passion for working with creative and exciting clients, in order to shape next step in my career.

EDUCATION

Level 3 Executive Personal Assistant Diploma
New Skills Academy, Manchester 2017

Introducing to Directing
HOME Art Centre, Manchester 2015

TV Training Presenting in BBC
BBC Media City, Manchester 2013

University of Bialystok
Bachelor of Arts in International Relationships
Specialization: Journalism, Mass Media
Bialystok, Poland 2008-2011

SKILLS

LANGUAGES
English: Fluent
Polish: Native
German: Basic

COMPUTER SOFTWARE
Microsoft Office
(Word, Excel, PP)
Pages

CLEAN DRIVING LICENSE

INTERESTS

Boxing, People, Books, Coffee and Lemons

WORK

Freelance Production Assistant/Coordinator **September 2019 – Present**

Please see full list of jobs attached.

Production Secretary // Studio Lambert North **The Circle Series 2 // Sept - Oct 2019**

- organizing travel and accommodation for live crew
- Liaising travel and accommodation for Emma Wills, celebrity guests and Players
- creating call sheets and schedules
- looking after audience before and after each show
- looking after guests list for each show
- taking an active role on shoots and supporting production team where needed

Production Assistant // CHIEF.TV // Manchester **January 2017 – September 2019**

- Supporting and assisting producers in all aspects of pre-production, timing schedules, budgeting, pre-production meetings and documents
- Taking an active role on shoots, learning shoots etiquette and building good relationships with the crew
- Organizing shoots abroad and taking active role during the shoot
- Creating location maps/schedules and attending the Recce
- Working close with wardrobe and art department
- Training runners and supervising runners on set
- Creating call sheets, spreadsheets
- Looking after clients
- Managing office
- Applying for child license
- Responding rapidly and professionally to any task
- Having a good understanding of pre-production, production and post production activities
- Booking travel and accommodation within the budget
- Managing petty cash

Team Leader, Radio Presenter, Researcher **Polish Radio Online // Preston 2014-2015**

- Production Planning
- Creator of 5 radio programs – including liver breakfast show
- Finding relevant information quickly and efficiently

Presenter, Journalist // R&P New Media Television **Poland 2010 – 2011**

- researching heart breaking stories
- Presenter of the 'W szpilkach na murawie' online football show
- video radio/show editing

PAULA ROMMEL
 PRODUCTION ASSISTANT
 PRODUCTION COORDINATOR

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 07887 295 625
 MANCHESTER

DATE	SHOOT	DIRECTOR	PRODUCER	ROLE	PRDUCTION COMPANY	LOCATION
Sep-20	FOUR IN A BED - TV SHOW	GURSHARAN SINGH NIJJAR	BOB BREAR	PRODUCTION SECRETARY	STUDIO LAMBERT	MANCHESTER
Aug-20	LLOYDS BANK FOREVER FORWARD	SAM BROWN	STILLS - GLYN DAVIDSON	PRODUCTION ASSISTANT	ROGUE FILMS	UK - VAREITY
Mar-20	DREAMS	JEFF LOW	MICHELLE O'BRIEN	PRODUCTION ASSISTANT	SUGAR FREE TV	MANCHESTER
Mar-20	ADIDAS GHOST	HENRY SCHOLFIELD	MICHELLE O'BRIEN	NDA COORDINATOR	SUGAR FREE TV	MANCHESTER
Feb-20	ADIDAS - SUPERSHOOT	UPON REQUEST	MICHELLE O'BRIEN	NDA COORDINATOR	SUGAR FREE TV	MANCHESTER
Feb-20	REXONA FASTER BY FOOT	TJ O'GRADY PEYTON	GLYN DAVIDSON	PRODUCTION COORDINATOR	NEED A FIXER	MANCHESTER
Dec-19	BENTLEY EXTRODRINARY EVERYDAY	RICHARD OLIVER	VICTORIA BYRNE	PRODUCTION ASSISTANT	LOKI	CREWE
Nov-19	IDEAL BOILERS	BARRY KIMBER	PHIL KERR & SERENA FYLAN	PRODUCTION ASSISTANT	FETCH FILMS	MANCHESTER
Nov-19	LOUIS TOMILSON MUSIC VIDEO	CHARLIE LIGHTENING	GHANDI EL-CHAMAA	PRODUCTION ASSISTANT	COMMON PEOPLE	MANCHESTER
Sept - Oct 19	THE CIRCLE SERIES 2 - LIVE SHOW	BEN HARDY	MATT GREEN	PRODUCTION SECRETARY	STUDIO LAMBERT	MANCHESTER
Jun-19	DAVID LLOYD CLUB	LIAM & GRANT	TESSA HAMILTON & JENNIFER MONKS	PRODUCTION ASSISTANT	CHIEF.TV	HAMPTON
Jun-19	JET 2 HOLIDAYS	NATE CAMPONI	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	FARO / PORTUGAL
May-19	CADBURY'S	BEN TONGE	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
May-19	MUGSHOT SCREAM	BEN TONGE	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MNCHESTER/ ALTON TOWERS
May-19	CBEEBIES PORTFOLIO APP	BEN TONGE	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
May-19	LARKINS SUGAR SWEET	CHARLIE WATTS	LUKE FILZ	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
May-19	ACTING ON IMPULSE SHORT FILM	LAUREN POUCHLY	LUKE FILZ	PRODUCTION ASSISTANT	ACTING ON IMPULSE	MANCHESTER
Apr-19	VCCP HEALTH	YONI WEISBERG	LUKE FILZ	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Apr-19	ICELAND HOME DELIVERY	NATE CAMPONI	NICK CROSSLEY & JENNIFER MONKS	PRODUCTION ASSISTANT	CHIEF.TV	CHESTER
Apr-19	ICELAND SUMMER BBQ	NATE CAMPONI	NICK CROSSLEY & JENNIFER MONKS	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Apr-19	FABLAND	YONI WEISBERG	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Mar-19	IMODIUM	BEN TONGE	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Mar-19	FASHION WORLD	DANIEL COHEN	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Feb-19	BBC SOUND PETER CROUCH	YONI WEISBERG	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Feb-19	THOMAS SANDERSON	MARC INGHAM	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Feb-19	COOL SCULPTING	YONI WEISBERG	TESSA HAMILTON & JENNIFER MONKS	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Jan-19	LIDL SPRING SPOTTERS	BEN TONGE	TESSA HAMILTON & JENNIFER MONKS	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Jan-19	CBEEBIES GO EXPLORE	BEN TONGE	TESSA HAMILTON & JENNIFER MONKS	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Dec-18	WARWICK CASTLE	YONI WEISBERG	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	WARWICK
Dec-18	BBC COMMONWEALTH GAMES 2022 FILM	YONI WEISBERG	GLYN DAVIDSON	PRODUCTION ASSISTANT	CHIEF.TV	BIRMINGHAM
Dec-18	DHL MO SALAH	MARTIN RODAHL	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Nov-18	MUGSHOT	BEN TONGE	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Nov-18	OK CBD OIL	YONI WEISBERG	LUKE FILZ	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Oct-18	KLEENEX	NATE CAMPONI	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Oct-18	ADT	YONI WEISBERG	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Oct-18	DUBLIN BUS	MIKE ANDREWS	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Sep-18	CBEEBIES BITESIZE	BEN TONGE	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Sep-18	STUDIO.CO.UK	MARC INGHAM	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Sep-18	BROTHER	YONI WEISBERG	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Aug-18	TOP CASHBACK	CHARLIE WATTS	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Aug-18	FASHION WORLD	DANIEL COHEN	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Aug-18	SOUTH WEST WATER	BEN TONGE	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Aug-18	BROTHER	YONI WEISBERG	TESSA HAMILTON	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
Jun-18	LEICESTER UNIVERSITY	YONI WEISBERG	CAZ DEERY	PRODUCTION ASSISTANT	CHIEF.TV	LEICESTER
Jun-18	EXPRESS GIFTS	MARC INGHAM	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	MANCHESTER
May-18	JET 2 VIBE	NATE CAMPONI	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	PALMA DE MALLORCA
Apr-18	JET 2 HOLIDAYS	NATE CAMPONI	NICK CROSSLEY	PRODUCTION ASSISTANT	CHIEF.TV	GRAN CANARIA & TENERIFE
March 18 - Jan 17	EXPRESS GIFTS	NATE CAMPONI	NICK CROSSLEY	FLOOR RUNNER	CHIEF.TV	MANCHESTER
Selected jobs only	REMINGTON	JOE CONNOR	NICK CROSSLEY	STUDIO RUNNER	CHIEF.TV	MANCHESTER
Full List available	POUNDLAND	BEN TONGE	TESSA HAMILTON	STUDIO RUNNER	CHIEF.TV	MANCHESTER
	GARDALAND	DARIO PIANA	NICK CROSSLEY	FLOOR RUNNER	CHIEF.TV	MANCHESTER
	JACAMO	NATE CAMPONI	NICK CROSSLEY	STUDIO RUNNER	CHIEF.TV	MANCHESTER
	ALTON TOWERS	JOE CONNOR	COLIN OFFLAND	RUNNER/DRIVER	CHIEF.TV	ALTON TOWERS