

# CURRICULUM VITAE

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## **PERSONAL PROFILE**

I am extremely organised and highly efficient and these qualities allow me to plan and manage my time effectively and productively. This enables me to pay attention to the smallest detail, particularly useful even when working to tight deadlines. In addition, I am highly self-motivated. For example, having returned to the television industry, after several years teaching, I had to quickly learn new business and finance systems and it helped that I possess strong written and verbal communication skills.

My experience in Television Production and Finance, as well as Teaching, has enabled me to capably manage foreseen and unforeseen problems on a day to day basis. My other qualities are I am a friendly, gregarious person with a high level of integrity, and one of my strengths is my ability to work with and communicate effectively with colleagues and Stakeholders. I feel my Production experience gives me a huge advantage in working in Production Finance as I understand the whole Production process.

Returning to Production Finance on such a high profile show as “Cold Feet” in 2018, gave me a huge insight into how a small team manages an expensive Drama with a tight budget and strict shooting schedule.

## **Employment History: Television;**

April 2019 -Present

Assistant Production Accountant; “Vera” ITV Vera Ltd.

- I helped the Production Accountant and Line Producer compile and present information for the weekly Cost Report meeting with the Producer and Executive Producer,
- Managed purchase orders (through EzyPO), Petty Cash, SA’s, Petty Cash, Cast Per Diems/Expenses and Accounts Payable, checking coding, entering suppliers and payments.
- Liaised with HOD’s and Suppliers over Department budgets.
- Utilised TPH Eclipse software to input and monitor costs. Proficient on Word, Power-point, Publisher and Excel.
- Collected, monitored and paid Limited Company Crew and Dailies.

February 2019 – April 2019

“World on Fire” Mammoth Productions

As Above

July 2018 – February 2019

Assistant Production Accountant; “Brassic Park”, Calamity Films.

As Above but used Mydaes Moneypenny rather than Eclipse, entering purchase orders manually.

March 2018 – July 2018

Assistant Production Accountant; “Cold Feet”, Big Talk.

As Above

Previous Television experience:

July 2005 - 2010

Freelance Producer/Journalist "Granada Reports"

August 2002 - July 2005

ITV., Producer, Regional Programmes,

Live programmes produced include "Soccer Sunday", "The Footie Show", "Granada Soccer Night",

Documentaries include "Made in China", "Classic Matches", "The Matthews Final", "Walk On", and "Maine Road to Glory"; Quizzes include "Anyone's Game".

Regular journalist and off-screen reporter on "Granada Reports",

November 1995 - August 2002

Granada T.V.: Assistant Producer, Sports Department. Programmes worked on include "The Footie Show", "Green and Red" and "Granada Reports"

1992 - October 1995

Granada Television- Production Finance Co-Ordinator

Responsible for the budgets and cashflow of various programmes including "This Morning", "Prime Suspect", "Cracker", "Disappearing World", "World in Action", "Celebration", and various Schools programmes.

1989 - 1992

Granada Television Facilities Cost Co-Ordinator

1988 -1989 Granada Television, Tape Librarian

### **Other Professional Television Skills:**

I am trained and proficient in scripting on I-News, voicing and editing News packages on Avid Newscutter editing Facility, and shooting on Professional DV Camera.

### **Teaching Experience:**

July 2014 - March 2018

English Teacher, Ages 11-18, Key stages 3, 4 and 5.

Glossopdale Community College,

Newshaw Lane, Hadfield, SK13 2DA

January 2006 - July 2014

English Teacher, Ages 11-16, Key stages 3 and 4.

Alder Community High School, Chapel-en-Le-Frith High School and Wright Robinson Sports College.

### **Education/Qualifications:**

Liverpool University:

PGCE English and Drama with Physical Education as a second subject;

Manchester University:

BA (Hons) Combined Studies (English, American Studies and Classical Civilisation).

Xaverian College, Rusholme, Manchester.

A Level English, Law, History and General Studies;

St. Augustine's Grammar School, Manchester 5 O' Levels

**Personal Interests:**

My personal interests include my family, football, fell-walking, cycling, reading, the cinema and the theatre. I also possess a full clean driving license.

**References:** are available on request.