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# SANDRA DIPATE

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[LINKEDIN PROFILE](#)

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MANCHESTER BASED  
CLEAN DRIVERS LICENSE  
AVAILABLE IMMEDIATELY

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## OBJECTIVE

Add value, skills and knowledge to every production I work on while gaining professional development in TV industry while steadily progressing towards becoming a Producer

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## SKILLS

Oral and written communication, Interpersonal, Organised, Leadership, Analytical, Microsoft, Editing, Social Media, Administration, Research

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## EXPERIENCE

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### COVID COORDINATOR – BRASSIC S4 (CALAMITY FILMS)

June 2021 – February 2022

Coordinated, organised and booked covid testes for all cast and crew, managing a team of covid assistants and medics, supervising logistics, covid supplies and resources, liaising with external companies

### COVID SECRETARY – BILLI (CHANNEL 4)

March 2022

Booked and organised covid testing, coordinating logistics, ensuring covid safety protocols were followed

### COVID SAFETY ASSISTANT – BRASSIC S3 (CALAMITY FILMS)

August 2020 – March 2021

Assisted Covid Production Manager with administration, logs, ordering supplies, ensuring each department had covid supplies, tracking and logging purchase orders

### FLOOR RUNNER – JUDGE RINDER (ITV)

February 2020

Ensuring talent were looked after, chaperoning talent to set, coordinating transport for talent

### PRODUCTION ASSISTANT – BATMAN (ARTICULATED PRODUCTION)

February 2020 – March 2020

Ordered stock and office supplies, assisting with administration, distributing post, arranging lunch orders, tracking and logging purchase orders, consent forms

### PRODUCTION RUNNER – IT'S A SIN (RED PRODUCTION COMPANY)

August 2019 – February 2020

General office tasks, preparing meeting rooms, ordering office supplies and stationery, distributing call sheets, sides, and post to different departments, handling petty cash, assisting with booking travel and accommodation



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## EDUCATION

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### **SCREENSKILLS DEVELOPMENT RESEARCHER - 2022**

Screen Skills + Alison Grade

Summary included understanding OFCOM regulations, pitching to commissioners, developing and formulating ideas, writing and interpreting briefs

### **SCREENSKILLS LEADERSHIP AND MANAGEMENT TRAINING – 2021**

Screen Skills

Course covered what is required to manage teams, crewing up effectively, improving diversity of productions, tackling bullying and harassment and much more.

### **SCREENSKILLS COVID-19 BASIC AWARENESS - 2021**

Screen Skills

This focused on reducing the risk of Covid-19, understanding how the virus is transmitted, understanding work place protocols and health and hygiene precautions

### **SAFE MANAGEMENT OF PRODUCTIONS - 2020**

First Option Safety Consultants

Overview covered importance of managing risks, various ways to communicate safety information, responsibilities of individuals and production.

### **MEDIA AND COMMUNICATION (TV) - 2017**

Birmingham City University

You might want to include your marks here and a brief summary of relevant coursework, awards and honours.

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## VOLUNTEER EXPERIENCE

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### **AV DEPARTMENT – AUDACIOUS CHURCH**

Assisting with visuals at Audacious church every other Sunday. Working closely with the Production team to deliver a great church service