

# VENETIA COOK

## PRODUCTION ASSISTANT

### PROFESSIONAL SUMMARY

I am an enthusiastic creative and conscientious visionary with excellent interpersonal skills. I have a fantastic working knowledge of film production as well as being interested in travel and wellness.

### EDUCATION

MASTERS OF ARTS IN ACTING  
Arts Educational Schools London  
Sep 2018 – Sep 2019

BA(HONS) WRITING, DIRECTING & PERFORMANCE IN THEATRE, FILM & TV  
2:1  
University of York  
Sep 2013 – June 2016

Godalming College  
September 2002 – June 2013  
A LEVEL  
Physics, Drama, English Literature  
AS LEVEL  
Mathematics (Engineering) and English  
Language  
GCSE  
11 A\*-A Grades including French, German, English, Maths and Science

### SKILLS

Strong IT Skills (PC & Mac)  
Adobe CC (Photoshop)  
Writing (Reports, Press, Copy, Content)  
Scheduling  
Highly Self Motivated  
Exemplary Communication Style  
Excellent Time Management  
Collaborative Team Player  
Presentation Skills  
Analytical and Creative Mindset  
Adaptable, Flexible, Dependable Can-Do Attitude  
Detail orientated

### CONTACT INFO:

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Linked In: Venetia Cook

### WORK EXPERIENCE

#### ASIA TRAVEL SPECIALIST

Kuoni | Oct 2019 - Present

- Forging and maintaining cross-continental working relationships with Product Manager and our brand; Alfred&
- Curating and assisting Product Manager to maintain the brand and to provide new locations for overseas travel by providing expert knowledge of Asia
- Responsible for all communications from the company to customer to maintain excellent brand expectations
- Supported in the development of the sub-brand of Kuoni; 'Alfred&' forming a ThinkTank to process creative ideas

#### RUNNER / TEAM ASSISTANT

'The Witches of Amityville Academy' Feature Film | Proportion Productions | Nov 2019

- Responsible for fulfilment of all general running tasks to maintain the schedule of production

#### RUNNER / TEAM ASSISTANT

'Toothfairy 2' Feature Film | Champdog Films | Oct 2019

- Responsible for fulfilment of all general running tasks to maintain the schedule of production

#### POST PRODUCTION ASSISTANT

'Cupid' Feature Film | Proportion Productions | Oct 2019

- Supporting the Producer with administrative tasks to fulfil post production

#### 1ST ASSISTANT DIRECTOR

'Break Free' Commercial | Circus Pictures | July 2019

- Management and execution of all film administration with additional PA duties for the Director
- Scheduling and diarising all of film production for a cast and crew size of 17
- Forging and managing close working relationships between Location Manager and Director
- Choreographing movement of the extras for production
- Responsible for casting and recruiting all actors for the production with a team of 7 cast

#### CO-PRODUCER / DIRECTOR

'Butterfly Girls' Short Film | Chrysocolla Productions | May 2019

- Project managed the inception and creation of the film from script to final edit managing a team of 9 people including cast and crew.
- Co-managed the correspondence, calendars, location booking and catering for the entire project
- Responsible for all creative decisions and maintained a good working relationship alongside DOP to create a commendable short film.

#### CAMERA TRAINEE

'Ria' Feature Film | The Secret Film Productions | Feb 2019

- Supported the camera team in all general tasks during film production

#### SKI TRAVEL SPECIALIST

'HotelPlan - Ski Total | Sep 2017 - Oct 2018

- Responsible for booking and processing flights, equipment hire and other logistics such as transfers for guests on their holiday
- Maintained an excellent telephone manner whilst calling potential customers to offer new deals and ski offers

#### CO-PRODUCER

QueenJane Productions | Jan 2015 - Aug 2015

- Supporting the producer with all QueenJane communications and administration.
- Writing press releases and organising reviews, interviews and articles.
- Responsible for all general and financial administration.
- Managing our venue relationship and organising successful transfers from our venue in York to London with a collaboration with Theatre 503 and The Edinburgh Fringe.
- Management of all social media channels, Newsletters, Mail-shots, and updates for Facebook, Twitter and Instagram.