

# Grace Wallace

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Mob: 07933343772

9racewallace@gmail.com

Tear 5 (Youth Mobility Scheme) Visa

## Skills:

- Call Sheets
- Cost Tracking
- Organising Logistics such as Flights & Accom
- Organising Catering
- Scheduling Voice Overs
- Writing up Music Cue Sheets
- Permit Applications and liaising with council
- Writing Risk Assessments
- Office Management
- Invoicing
- Creating and writing schedules
- Writing Legal & Blur Audits
- Writing Ending Credits
- Credit Card Reconciliations
- Petty Cash Reconciliations
- Liaising with Talent
- Organising Transfers & Car Hire
- Wrangling Talent
- Script Checking
- Researching
- Coordinating Meetings
- Basic use of DSLR & Sound Equipment
- Advanced Level Adobe Suite

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## Relevant Experience:

### **Production Runner**

**The Great Pottery Throw Down  
Love Productions**

August 2020 - October 2020

### **Production Runner**

**Child Genius  
Warner Bros Australian Production**

March 2019- April 2019

### **Art Department Assistant**

**Married at First Sight S6  
Endemol Shine Australia**

February 2019

### **Creative Freelancer**

**MTV/Comedy Central  
Viacom International**

September 2017 - March 2019

### **Producer- Short**

**Love is Light**

2017

Director: Junior Sala

### **Production Coordinator**

**Selling Houses Australia  
Beyond Productions Australia**

June 2019- January 2020

### **Production Secretary/EA**

**Channel Nine- 9Creative**

February 2019 – March 2019

### **Production Runner**

**Married at First Sight S6  
Endemol Shine Australia**

July 2018 – January 2019

### **Production and Digital Intern**

**MTV**

**Viacom International**

June 2017 – September 2017

### **Producer- Short**

**Raznik's Hunger**

2017

Director: Shahane Bekarian

## Education:

### **Post Graduate Certificate: Creative Producing Australian, Film, TV and Radio School**

Graduated November 2017

### **Bachelor of Fine Arts- Film, TV and New Media Queensland University of Technology**

Graduated December 2016

### **First Assistant Director Short Course Australian, Film, TV and Radio School**

Completed May 2016

### **Certificate III: Film, Television and New Media Metropolitan South Institute of TAFE**

Completed June 2011

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## Further Information:

- Currently in the development stages of a YouTube Channel
  - Advanced level- Adobe Creative Suite
  - Intermediate level- AVID
  - Advanced level- Microsoft Office
  - Advanced level- Serko
  - Open Car License
  - Australian Working with Children Check
  - <https://au.linkedin.com/in/gracewallace>
  - [www.gracewallacefilm.com](http://www.gracewallacefilm.com)
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## References:

- **Amy Micallef- *Promo Producer MTV***  
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Email: [amy.micallef@vimn.com](mailto:amy.micallef@vimn.com)
- **Meaghan Kirby- *Production Manager***  
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- **Lilli Moulton- *Jnr Production Manager***  
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