

# NANA OBIRI-YEBOAH

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## PERSONAL SUMMARY

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An award-winning Film Production Coordinator with an NFTS Postgraduate Diploma in Production Management and a decade's experience in the film industry. Excellent technical skills including a strong understanding of production management, performance evaluation and budgeting concepts. Recognised for passion and creativity allied to a mature management approach and outstanding attention to detail. Possesses strong leadership and relationship building skills, ensuring outputs meet quality standards whilst fostering a positive culture. Experienced in planning and organising production schedules, whilst assessing project and resource requirements. Now seeking a challenging role in which skillset and academia can be utilised in a Production Coordinator role.

## EDUCATION AND CERTIFICATIONS

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<b>National Film and Television School (NFTS), Beaconsfield, UK</b> Postgraduate Diploma in Production Management	<b>Sept 2019 – Aug 2020</b>
<b>SAE International Technology College, London</b> Digital Film Making Diploma	<b>Sept 2004 – Jul 2006</b>
<b>National Institute of Information Technology, Ghana</b> Advanced Diploma in E-Technology	<b>Sept 1999 – Jul 2001</b>

## KEY SKILLS

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- Budgeting & Scheduling
- Production financial planning
- Crew Management
- Cost Reporting
- Risk Assessments
- On-Site Logistics
- Casting
- Final Draft Script Editing:  
Tagging & Breakdown
- Performance Evaluation
- Task Management/Gantt Charts
- Quality Standards
- Travel Coordinating

## CAREER HISTORY

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<b>Emporium Productions – Location Assistant, Rich House Poor House (Channel 5 TV show)</b>	<b>2020-2020</b>
<ul style="list-style-type: none"><li>• Location sourcing and management</li><li>• Equipment coordination</li><li>• Logistics management</li></ul>	
<b>KQ Movies Ltd– Production Manager, Only Love Matters (Feature Film)</b>	<b>2020 - 2020</b>
<ul style="list-style-type: none"><li>• Budget creation and management</li><li>• Risk assessments</li><li>• Location sourcing and management</li><li>• Crew sourcing</li><li>• Equipment coordination</li><li>• Scheduling</li><li>• Logistics management</li><li>• Call sheets</li><li>• Wrap notes &amp; daily progress reports</li></ul>	
<b>British Tinnitus Association (BTA), UK – Production Manager, Tinnitus Awareness (commercial)</b>	<b>2020 - 2020</b>
<ul style="list-style-type: none"><li>• Budget creation and management</li><li>• Risk assessments</li><li>• Location sourcing and management</li></ul>	

- Crew sourcing
- Equipment coordination
- Scheduling
- Logistics management
- Call sheets
- Wrap notes & daily progress reports

**Roald Dahl Marvellous Children’s Charity, London – Production Manager, Roald Dahl (commercial)**

2019 – 2020

- Budget creation and management
- Risk assessments
- Location sourcing and management
- Crew sourcing
- Equipment coordination
- Scheduling
- Logistics management
- Call sheets
- Wrap notes & daily progress reports

**The Wake - Production Coordinator (Short Film)**

2019 – 2020

- Risk assessments
- Location sourcing and management
- Equipment coordination
- Logistics coordination
- Call sheets
- Wrap notes & daily progress reports

**Sparrow Production, Ghana – Production Coordinator (London), Adams Apple (feature film)**

2016

- Set up the production office, organising equipment, supplies and UK crew
- Coordinated travel, accommodation, work permits and visas for cast and crew from Ghana

**Zissou Pictures, London – Film Director, The Cursed Ones (feature film)**

2014 – 2015

**Arthouse Media Works, London – Film Director/Producer, Flight by Night (feature film)**

2013 – 2014

**Springs Media Production – Film Director, Mercy (short film)**

2010 – 2011

**AWARDS FOR ‘THE CURSED ONES’**

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- Helsinki African Film Festival (HAFF) 2016 Jury Award for Human Rights and Social Commentary
- Canada International Film Festival ‘2016 Award of Excellence Winner’
- 2016 Screen Nation Film and Television Awards ‘Favourite African UK Movie (made by or featuring significantly British-based talent)’
- 2016 Africa Movie Academy Award ‘Best Director’
- 2016 Golden Movie Awards ‘Best Director, Best Film’

**SELECTED CREDITS**

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- NFTS: Munch Club (TV show) – Production Manager 2020
- NFTS: AVA (short animation) – Production Manager 2020
- NFTS: Waves (short film) – Production Manager 2020
- NFTS: 5pm Live TV Show – Production Manager 2019
- NFTS: Splinters (short film) – Production Coordinator 2019

## **CERTIFICATIONS**

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- Skillset, UK – Covid Awareness Certificate Aug 2020
- First Option – First Aid Certificate Dec 2019
- First Option – Health & Safety Passport Certificate Sept 2019

## **TECHNICAL SKILLS**

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- EP, Movie Magic
- Shotgun
- Microsoft Office suite including Excel
- Final Cut Pro
- Adobe After Effects
- Python/Java programming