

# Mhairi Fordyce – COVID Supervisor

## Summary

I am an experienced domestic and industrial cleaner, and have expanded my business into TV/Film: providing cleaning services specifically focused on COVID 19 and now stepped into the COVID Supervisor/Manager role. I have developed my skills, knowledge and qualifications through a drive of interest in Health and Safety and wanting to provide the highest standard of service to help with this COVID pandemic crisis we have found ourselves in. I am accustomed to working under extreme pressures and tight/changing deadline times/dates/budgets. I am very adaptable being both a team player and team leader who can communicate, motivate and who leads by example.

## Personal Information

Name: Mhairi Fordyce

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D.O.B: 22/05/1995

Sex: Female

Place of Birth: Glasgow, Scotland

Place residence: Telford, Shropshire

Hobbies: Outdoor activities – walking, running, hiking, biking, horse riding. Family events, networking, fundraisers.

## Experience:

### TV/Film

- **March/April 22 – Assistant UM/Location Assistant** – FFP New Media
- **Oct 21 – Jan 22 – COVID Manager and Supervisor** – Disney – Wornear
- **September 2021 - COVID Supervisor** – Rumpus Media
- **April – August 2021** – Channel 4 Drama – Playground Television – **COVID 19 Cleaning Officer** – also taking other roles during production; **Production Assistant – Location Assistant – Unit Assistant**
- **Feb – May 2021** BBC Drama – Snowed in Productions – **COVID 19 Cleaner** (involved with assistant role and working closely with COVID 19 Supervisor)
- **Sept – Nov 2020** BBC Film – Benediction – COVID 19 Cleaner (role responsibilities listed below)
- **Aug – Sept 2018** Netflix Series – Extra, groom, rider, Yard Manager
- Managing a domestic cleaning team
- 3 Years (currently) self-employed as domestic/commercial cleaner
- 2 Years Working for domestic cleaning company

## **Commercials**

- COVID Supervisor – Oct 21<sup>st</sup> – 22<sup>nd</sup> 2021 – Wordley – Funky Pigeon
- COVID Supervisor – Oct 13<sup>th</sup> – 14<sup>th</sup> 2021 – Wordley – Personal Creations
- COVID Supervisor – Aug 25<sup>th</sup>-27<sup>th</sup> 2021 – Wordley – Funky Pigeon
- COVID Supervisor – Aug 23<sup>rd</sup>/24<sup>th</sup> 2021 – Wordley – Oak Furnitureland

## **Skills and Expertise:**

- Process Management
- Leadership
- Report Writing
- Customer Service/Complaints Management
- Resource Management
- HR Management
- Supplier Management
- Customer Feedback
- Process Implementation
- Documentation / Procedural Governance
- Work floor/location Supervision
- Quality control

## **Most Recent Relevant Qualifications**

- **Screen Skills** – Coronavirus Basic awareness on production training
- **First Option** – Managing COVID-19 Risks on Production
- **First Option** – Safe Management of Productions
- **First Option** – COVID-19 Supervisor
- **First Option** - COVID-19 Compliance Officer for Events

## **COVID Manager/Supervisor**

- Understanding protocols for production/event
- Setting up unit base/location/venue for COVID safe environment
- Enforcing COVID 19 protocols onsite
- Enforcing COVID 19 protocols amongst cast, crew and employees
- Managing COVID team; coordinators, assistants, marshal's, cleaners
- Data management; health declarations, temperature checks, reports
- Ensuring the correct PPE is provided/worn and correctly disposed of
- Fogging where necessary

### **COVID Co-Ordinator**

- Communication
- Structured planning
- Forecasting (testing plan/expenses)
- Stock monitoring
- Client care
- Cast care
- Data management and monitoring
- IT Skills
- Time management

### **References**

Molly McGregor – Production Manager – 07900584250 – Wormeater

[molly@sharp-house.com](mailto:molly@sharp-house.com)

Lloyd Elis – Line Producer – 07702119292 – Darkness Rising

[lloydproduction@icloud.com](mailto:lloydproduction@icloud.com)

Liberty Russel – COVID Co-ord. – 07971576622 – Wordley

[libertyishere@icloud.com](mailto:libertyishere@icloud.com)

Richard Pullen – Manager – 07947142370 – Benediction

[pullenrc74@gmail.com](mailto:pullenrc74@gmail.com)

Nick Perry – COVID Supervisor/Manager – 07446975128 – Darkness Rising

[nickperrydarknessrising@gmail.com](mailto:nickperrydarknessrising@gmail.com)

More references can be provided.