

# CONNOR BOYLES

## Production Secretary

Bases in Manchester, London, NE England, East Midlands) **USA dual national**

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Full, clean driving licence (25+, own car and business insurance)

I am a personable communicator who loves working with new teams and forming lasting professional relationships with the people I work alongside. I want to develop my skills and gain more insight on each project. I have a get up and go attitude and I enjoy working with enthusiastic teams that nurture problem solving attitudes.

References available on request.

- Calendar management
- International travel coordinating, Eurostar
- Accommodation sourcing and booking
- Team Engine fluency
- Purchasing systems: SmartPO, Digital Paperflow
- Kit hire and liaising with tech HODs
- Booking and scheduling EPK and Unit Stills
- Van hire and logistics
- Wrap Reports
- Facilities vehicle hiring
- Courier/taxi booking and logging
- Booking hotbox catering
- Pulling/Printing Sides
- Office supply management (Craft, Stationary)

## Feature Film

| Position                          | Production  | Director      | Line Producer   | Date            |
|-----------------------------------|---|---------------|-----------------|-----------------|
| Production Coordinator (Pick Ups) | <b>For Life</b><br>RPC/MRC                          | Will Bridges  | Savannah Power  | Feb – Mar 24    |
| Production Secretary              | <b>Marching Powder</b><br><i>Altitude/True Brit</i> | Nick Love     | Savannah Power  | Jan – Feb 24    |
| Production Assistant              | <b>Marching Powder</b><br><i>Altitude/True Brit</i> | Nick Love     | Savannah Power  | Dec 23 – Jan 24 |
| Production Assistant              | <b>A Mother for an Hour</b><br><i>Goldfinch</i>     | Giga Agladze  | Arran Maclennan | Oct-Nov 2023    |
| Production Assistant              | <b>For Life</b><br>RPC/MRC                          | Will Bridges  | Savannah Power  | Aug-Sept 2023   |
| Production Runner                 | <b>For Life</b><br>RPC/MRC                          | Will Bridges  | Savannah Power  | Jul-Aug 2023    |
| Production Assistant              | <b>Bonus Track</b><br><i>Sky</i>                    | Julia Jackman | Savannah Power  | Aug-Sept 2022   |

## HETV

| Position                         | Production                                   | Director      | Production Manager | Date       |
|----------------------------------|--|---------------|--------------------|------------|
| Production Assistant (Cover)     | <b>The Jetty</b><br><i>Firebird Pictures</i> | Marialy Rivas | Cait Lyn Adamson   | Dec 2023   |
| Add. Production Runner (Dailies) | <b>The Jetty</b><br><i>Firebird Pictures</i> | Marialy Rivas | Cait Lyn Adamson   | 03/10/2023 |

## Commercial

| Position                         | Production   | Director     | Producer/Contact | Date       |
|----------------------------------|--|--------------|------------------|------------|
| Production Runner (Recce Driver) | <b>Unreleased</b><br><b>MOJ Campaign</b><br><i>Spindle</i> | Greg Hackett | Gareth Crothers  | 12/07/2023 |

References on request

Consent to keep on file and distribute

Right to work in UK.

|  |   |             |   |            |
|--|---|-------------|---|------------|
| Dailies Runner,<br>Prep (Prod<br>Service<br>Company) | <b>Gala Bingo –<br/>Look Up</b><br><i>Agile Films</i> | Noah Harris | Joe Vickers<br><i>LS Productions,<br/>service company</i> | 04/05/2022 |
|--|---|-------------|---|------------|

Short Film/Music Promo

| Position             | Production   | Director         | Producer      | Date          |
|----------------------|--|------------------|---------------|---------------|
| Production<br>Runner | <b>Nines x Tunde x<br/>Muggy – I do</b><br><i>Saint Mary's Film<br/>Ltd.</i> | Nathan J. Tettey | Adam J. Watts | 08/10/2023    |
| Floor Runner         | <b>Doggerland</b><br><i>Delaval Film</i>                                     | Jack B. Gill     | Loran Dunn    | June 2019     |
| Floor Runner         | <b>Trucker's Atlas</b><br><i>Flat Cat Films</i>                              | Dan Thorburn     | Sarah Palmer  | February 2019 |

Other skills/qualifications:

- BA/Hons 1<sup>st</sup> Class, Filmmaking, Manchester Metropolitan University, 2019
- Albert sustainable production training
- Screenskills inclusive hiring for the screen industries training
- Coronavirus basic awareness on production training