

Lin Wong | Production Coordinator

linwong610@gmail.com | +44 (0) 7970 845 524 | Harrow, NW London. Willing to travel.
Full clean driving licence (with own car).

PROFILE

An experienced coordinator in Features and HETV looking for production coordinator opportunities. A career changer from digital content production management with a diverse range of skills. Full career history and references available on request.

RELEVANT SKILLS AND ATTRIBUTES

- Managed all production paperwork
- Liaised with producers/directors/DOPs/ADs to manage schedules
- Call sheet creation and distribution
- Daily reports, cost tracking including POs and reconciliation
- Good understanding of media rights, clearances
- Acquired filming permits
- Acquired child licences
- Booked travel, accommodation, catering, vehicles and negotiating rates
- Gathered evidence and prepared green credentials
- GDPR compliance when handling sensitive data
- Implemented Covid safety protocols, organised testing and collected information for Covid risk assessments
- Proficient with SetKeeper, Team Engine, DPO, EzyPO, Word, Excel and DocuSign
- Working knowledge of Final Draft
- Built workflows and processes
- Organised, excellent eye for detail
- Reliable, energetic and calm under pressure!

CREDITS

Category	Title	Exec Producer(s)	Producer / Director / DOP	Position	Date
Mid-length	<i>Postcards From Earth</i>	MSG Sphere Studios	Darren Aronofsky / Graham Booth / Freddie Claire	Production Secretary	Apr 2023 (cover)
Short (RT: 25 mins)	<i>Thieves</i>	FLAMIN / Arts Council England	Melanie Cura Daball / Michelle Williams Gamaker / Tom Wright	Production Coordinator	Oct – Dec 2022
Documentary with scripted elements	<i>Goodbye Breasts!</i>	BFI London	Liliana Grzybowska / Joanna Callaghan / Joachim Bergin	Production Coordinator	Sep 2022
Feature	<i>Strangers</i>	Blueprint Pictures Ltd / Film4	Graham Broadbent / Andrew Haigh / Jamie D Ramsay	Production Covid Coordinator	Jun - Aug 2022
Short (6x Foreign Languages, RT: 27 mins)	<i>Cake</i>	Independent	Blazena Kovalikova / Lukas DiSparrow / Giulio Amendolagine	1st AD	Apr – Jun 2022
Mid-length	<i>The Shepherd</i>	BK Productions Ltd / Disney+	Bill Kenwright / Richard Johns / Iain Softley	Covid Coordinator	Mar – Apr 2022
Feature	<i>Ticket To Paradise</i>	Working Title Films / NBC Universal	Tim Bevan / Deb Balderstone / Sarah Harvey / Ol Parker / Ole Birkeland	Production Covid Coordinator	Feb 2022
Feature	<i>Polite Society</i>	Working Title Films / NBC Universal	Tim Bevan / John Pockock / Nida Manzoor / Ashley Connor	On Set Supervisor/Covid Coordinator	Jan 2022
Feature	<i>Parliament Square (on hold)</i>	Working Title Films / NBC Universal	Tim Bevan / Eric Fellner / Josie Rourke	Covid Coordinator	Nov – Dec 2021
HETV Drama	<i>The</i>	SKY / Route 24 /	Rob Cheek / Marc	Covid	May – Oct

	<i>Midwich Cuckoos</i>	Snowed-In Productions	Samuelson / Eliza Mellor / Alice Troughton	Coordinator	2021
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PROFESSIONAL TRAINING

ScreenSkills: *Succeed as a 2nd AD in HETV and Film* – Feb 2023

ScreenSkills: *Step Up To Production Coordinator* – Oct-Dec 2022