

PROFESSIONAL PROFILE

Dedicated and enthusiastic professional and recent production graduate with demonstrated ability to support films crews, aid productions, and strengthen overall operations in professional and friendly manner.

Clear communicator and active listener focused on building relationships and contributing to diverse teams to produce media projects; affable professional with unrivalled work ethic.

Proven track record of effectively collaborating with freelancers, creative talent, and production staff to achieve production goals and work cohesively; solid interpersonal skills, kind nature, and strong belief in creative diversity.

AREAS OF PROFICIENCY

- Production Co-Ordination
- Health and Safety
- Administrative Duties
- Team Management
- Interpersonal Communication
- Sound Devices 633 / 688
- Zoom F4 / F8
- Avid Pro-Tools
- Adobe Premier Pro
- Sony FS7 / F5

EDUCATION & QUALIFICATIONS

Full UK Driving License

Emergency First Aid at Work trained

Fire Safety Marshall Trained

ScreenSkills Coronavirus Awareness

B.Sc., Film & Television Production

University of York, 2020

English (Native), French (B2)

CAREER ACHIEVEMENTS

- Supported co-ordination of Sky One production COBRA by handling inquiries, organizing logistics for cast, distributing paperwork to crew and ensuring constant lines of communication between departments both on set and in office environments.
- Gained invaluable industry knowledge, networked with key industry figures, and empowered upcoming filmmakers as Director of LUMA Film Festival.
- Coordinated crew and sets while serving as Director and Co-Producer for graduate film that earned selection to several local festivals; spearheaded efforts to meet strict production budget and tight deadlines.

PROFESSIONAL EXPERIENCE

Production Runner 2020-2021

COBRA S2, New Pictures Productions – Manchester, UK

Conducted administrative tasks on Sky One TV Drama COBRA Season 2 involving safe transportation of equipment, filing necessary paperwork, and getting lunch orders. Supported line producer by leveraging organisational skills to ensure adherence to deadlines in a dynamic environment. Distributed call sheets to a crew of 165 and adapted to changing schedules effectively and promptly. Completed rushes runs efficiently and with diligence.

- Fulfilled Purchase Orders and maintained strict record keeping. Researched and negotiated with vendors for equipment hire and consumables purchase, including saving over £1800 on PPE guards alone. Oversaw adherence to *Albert* to offset the carbon footprint and encourage an eco-friendly and COVID-safe working space.

Festival Director 2020

LUMA Film Festival – York, UK

Oversaw all aspects of organising festival. Coordinated interdepartmental team of 40 volunteers including publicity and logistics departments. Held bottom-line accountability for selecting films, collaborating with marketing teams to promote festival, liaising with local businesses to secure funding, and negotiating keynote speakers.

- Joined with Festival of Ideas in curating 15 events; giving 1000-person platform to BAME, female, and non-binary filmmakers and encouraging accessibility within industry.

ADDITIONAL EXPERIENCE

Assistant Producer • Goldmine Productions – Canterbury, UK 2020

Junior Sound Engineer • Somethin' Else Productions – London, UK 2019

Pharmacy Assistant • Newborough Pharmacy – Peterborough, UK 2018 – 2020

Head Student Ambassador • University of York – York, UK 2019 – 2020