

## PROFILE

I am a highly motivated and driven individual, seeking to further my career and training in the industry. Following a successful time at ITV, Sky and now The Third Floor, I have become very experienced in managing and coordinating multiple projects within the media and entertainment industry. I am now looking for my next step to showcase and expand my skills. I am keen to put my all into learning, working, and representing a company to the highest standards. I am a friendly, hardworking, proactive, trustworthy and confident individual. With my attention to detail and creative mind, I am able to come up with creative solutions either on my own or as part of a team. I thrive working in a fast-paced environment and keeping up with all the latest stories in the media.

## EXPERIENCE

### VISUALISATION PRODUCTION COORDINATOR

THE THIRD FLOOR | OCTOBER 2022 - OCTOBER 2023

- As Visualisation Production Coordinator my role is central to visualisation project management. I liaise with all aspects of production as well as help strategise and implement tasks and targets crucial to the delivery of the project on time and on budget.
- Working on high budget high profile films and TV series and working closely with award-winning directors, producers and supervisors.
- Work with internal producers, leads and supervisors to track and manage the artists, meeting internal and external deadlines
- Assisting in creating and scheduling client budgets.
- Organise dailies, Cinesync and Skype sessions, rounds and meetings, taking notes and following up on information as necessary
- Ensure the production database is updated daily with notes and critical information before departing for the day
- Communicate information quickly and succinctly to crew and other departments
- Keep communication flowing through all members of the team
- Anticipate and communicate issues to my producers and supervisors to resolve problems quickly
- Overseeing the marketing wrap process, including keyframe stills and sequence selection for marketing materials such as social assets, sizzle reels, EPK, BTS and press.
- General creative direction for online project campaigns which entails copywriting and asset creation.
- Maintain an accurate summary of progress from the previous day's work by artists
- Oversee execution of client deliveries
- Helping to maintain a positive, upbeat and professional production office, being pro-active and solution-oriented for all members of the team and also keeping up company culture by joining various groups
- Existing knowledge of production databases, including Shotgun and Excel
- Basic Avid/editorial knowledge
- Confident in Adobe Creative Cloud apps such as Photoshop

### FACTUAL PRODUCTION & DEVELOPMENT COORDINATOR

SKY STUDIOS | JUNE 2022 - OCTOBER 2022

- Acting as an entry point for the factual team, providing information and dealing with enquiries particularly from other parts of Sky Studios and NBCU TVD, advising as appropriate.

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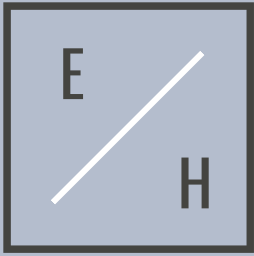
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AND DISTRIBUTED FOR  
EMPLOYMENT PURPOSES

- Acting as a primary contact for Sky Studios producers and other 3rd parties in kick-off meetings preparing the products for delivery of international materials to NBCU and other Sky networks.
- Coordinating the programming onboarding process, ensuring that all parties are kept up to date on production status, marketing and licensee materials and acting as the main contact for Sky Studios, producers and other 3rd parties in the invoicing process, ensuring each supplier is on the system and receives payment in accordance with their contract.
- Liaising and coordinating with multiple teams such as marketing, press and traffic to optimise the needs of the production and development team
- Working across a variety of unscripted genres including sports, history and nature.
- Helping to deliver outstanding, distinctive, multi-platform and commercially successful content within operational, financial and legal constraints.
- Managing and coordinating senior members of staff effectively and respectfully while also communicating with the wider production team drawing on a range of strategies and skills to persuade and influence.
- Personally responsible for the organisation and upkeep of slates, flat plans, screeners, treatments and greenlight production forms
- Assisting with shoots as needed, overseeing digital delivery and archiving of the final product.
- Upkeeping financial and legal documents throughout development, production and post-production

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### ACTIVATION EXECUTIVE

ITV PLC | JANUARY 2021 - JUNE 2022

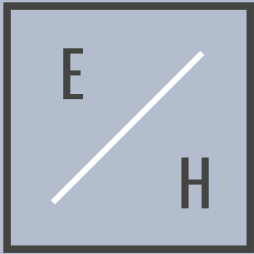
- Coordinating and slotting multiple adverts into commercial breaks, avoiding clashes and working to target TVRs and keeping within budget
- Dealing with numbers and budgets on a daily basis
- Working with clients and negotiating budgets to hit targets
- Working between linear TV and VOD services
- Working with advertisers and the creative team to build up marketing advert campaigns
- Engaging with internal and external stakeholders, formatting and presenting presentations, revenue and reports.
- Liaising and maintaining relationships with clients and advertising companies
- Communicating Issues to managers and teams and resolving them quickly
- Working on a tight schedule and often planning and working months ahead at a time
- Keeping up to date with current affairs and quickly moving and replacing schedules adverts when sensitive issues arise

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### COMMISSIONING APPRENTICE/ASSISTANT

ITV PLC | OCTOBER 2019 - JANUARY 2021

- Working and managing workload from various Commissioning Genres including Factual, Sports, Comedy, Entertainment, Drama, Digital, Daytime and Scheduling.
- Assisting the Executive Assistant for the Director of Television including collecting guests and handling expenses
- Working closely with the Head of Diversity and arranging a number of different events and network meetings.
- Being the first point of contact during the pre and post-production process and also coordinating editing schedules and comparing 1st and 2nd draft scripts
- Working on set for a number of different shows, handling talent, NDA's and helping through various departments



- Editing a daily best-of compilation of Good Morning Britain, Lorraine and This Morning for the Heads of Daytime and Daytime Commissioners.
- Booking, greeting and collecting guests, including talent and board members for the Director of Television, Heads of Departments and Commissioners.
- Assisting with talent for various award shows such as the NTA's and Brits
- Working closely with the Head of Diversity and arranging a number of different events and network meetings.



## PERSONAL INTERESTS

- I have a love for TV, Film and Music. I often watch movie commentaries, and keep up to date with the music charts
- I have a passion for watching and playing multiple sports including football, where I have held season tickets for multiple years. I also enjoy golf and horse riding.
- I enjoy reading books, blogs and articles and spending time online to keep up-to-date with all the latest trends.
- I am fully trained in First Aid & a trained phlebotomist
- I enjoy travelling and have travelled to a variety of places, including Washington D.C., New York, Spain, Italy, and Egypt where I loved learning about various cultures.
- Fully DBS checked and a clean driver's licence

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