

JESSICA SCOTT

Production Secretary

Mobile: 07519 251 880 Email: jessica.ellen.scott@outlook.com

Base: Windsor (Other: London - Manchester - Leeds)

Full, Clean UK Driving Licence & Own Car (25+)

RELEVANT EMPLOYMENT

The Thomas Crown Affair Amazon MGM Studios June 25 - Nov 25	Role: 2nd Unit Junior Production Secretary Role: 2nd Unit Production Assistant	2U PM: Mark Layton 2U POC: Jennie Scott / Ivan Germano 2U APOC: Raven Melhado-Thompson
EE BAFTA Film Awards 2026 Penny Lane Entertainment Feb 26 (2 days)	Role: Production Runner	Line Producer: Amanda George Production Manager: Sophia Jarvis Production Co-ordinator: Hayat Hassan
Bunker - Untitled Film Bunker Productions UK Ltd Jan 26 (Dailies)	Role: Production Assistant	UPM: Beth Timbrell POC: Emma Hazell
Digger - Reshoots Warner Bros. Discovery Dec 25 (1 day)	Role: Production Assistant	POC: Emma Hazell
CrewHQ Warner Bros. Discovery Nov 25 (1 day)	Role: Production Assistant	Programme Manager: Jackie Campbell Production Manager: Richard Daldry Office Co-ordinator: Louise Brightman
Digger Warner Bros. Discovery June 24 - June 25	Role: Production Assistant	UPM: Ben Dixon PS: Danielle Stanners/ Steve Baldwin POC: Emma Hazell
CrewHQ Trainee Programme Warner Bros. Discovery May 24 - May 25	Role: Production Trainee	Programme Manager: Jackie Campbell Production Manager: Michael Mann
BAFTA TV Awards 2025 Penny Lane Entertainment May 25 (2 days)	Role: Broadcasting Truck Runner <ul style="list-style-type: none">Looked after Exec Producers, Director, Vision Mixer, Script Supervisors and other personnel.	Line Producer: Sophie Huda Production Manager: Edie Godfrey Junior Production Manager: Lauren Fox
EE BAFTA Film Awards 2025 Penny Lane Entertainment Feb 25 (2 days)	Role: Host Runner	Line Producer: Sophie Huda Production Manager: Edie Godfrey Junior Production Manager: Lauren Fox
BAFTA TV Awards 2024 Penny Lane Entertainment May 24 (2 days)	Role: Broadcasting Truck Runner <ul style="list-style-type: none">Looked after Exec Producers, Director, Vision Mixer, Script Supervisors and other personnel.	Line Producer: Sophie Huda Production Manager: Edie Godfrey Senior- POC: Lauren Fox
EE BAFTA Film Awards 2024 Penny Lane Entertainment Feb 24 (2 days)	Role: Production Runner	Line Producer: Sophie Huda Production Manager: Edie Godfrey Senior- POC: Lauren Fox

OTHER EMPLOYMENT

Jan 23 - Mar 24	Self Employed & Travelling Various
Sept 19 - Dec 22	PricewaterhouseCoopers LLP Audit Senior Associate (Graduate fast track scheme)
Jun 18 - Jul 18	PricewaterhouseCoopers LLP Summer Intern
Dec 13 - Sept 15	Goodwood House Part Time Waiting Staff
Sept 09 - May 11	Billy Elliot the Musical on London's West End - Working Title Ballerina

TRAINING AND CERTIFICATES

Oct 23 - Oct 28	The Mark Milsome Foundation: Production Safety Passport
May 25 - May 26	ScreenSkills Training Passport

EDUCATION

Sept 19 - May 23	ICAEW ACA Chartered Accountancy & Level 7 Accountancy Professional Apprenticeship
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References available upon request.

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