

# JAKE NORMAN

## ASSISTANT PRODUCTION COORDINATOR / PRODUCTION SECRETARY

Mobile: +44 777 439 1234  
Email: jnorman9619@gmail.com  
Location: Manchester, UK

---

### EXPERIENCE

---

**STRIFE (TV DRAMA) 2023**  
ASSISTANT PRODUCTION COORDINATOR

MADE UP STORIES & FIFTH SEASON  
LINE PRODUCER: Lorelle Adamson  
PRODUCTION MANAGER: Bernadette Elsour

**MAD MAX: FURIOSA (FEATURE) 2022**  
MAIN UNIT PRODUCTION SECRETARY

WARNER BROTHERS & KENNEDY MILLER MITCHELL  
UPMs: Nick Copping & Marilyn Cook  
DIR: George Miller

**THE OFFICE AUSTRALIA (TV DRAMA) 2022**  
PRE-PRODUCTION ASSISTANT PRODUCTION  
COORDINATOR

BUNYA PRODUCTIONS & AMAZON  
PRODUCERS: Greer Simpkin, David Jowsey, Linda  
Mickso, Sophia Zacariou,

**MYSTERY ROAD: LIMBO (FEATURE) 2022**  
ADDITIONAL PRODUCTION ASSISTANT

BUNYA PRODUCTIONS  
PRODUCERS: Greer Simpkin, David Jowsey, Rachel  
Higgins

**THE DOG HOUSE AUSTRALIA S2 (OBDOC) 2021 -  
2022**  
ASSISTANT PRODUCTION COORDINATOR

VIACOM CBS  
PRODUCTION MANAGER: Lucy Jennings

**WOLF LIKE ME S1 (TV DRAMA) 2021**  
ASSISTANT PRODUCTION COORDINATOR

MADE UP STORIES & FIFTH SEASON  
LINE PRODUCER: Anna Steel  
DIR: Abe Forsyth

**MR INBETWEEN S3 (TV DRAMA) 2020 - 2021**  
PRODUCTION RUNNER

FX  
LINE PRODUCER: Tiare Tomaszweski  
DIR: Nash Edgerton

**FAM TIME (TV DRAMA) 2019**  
PRODUCTION ASSISTANT

NETWORK SEVEN  
LINE PRODUCER: Tiare Tomaszweski  
PRODUCTION COORDINATOR: Hilton Howson

---

### STRENGTHS

---

- Scenechronise and Setkeeper
- Microsoft Office, Canva, Adobe Acrobat, Google Sheets and Forms.
- Logistics, Travel and Accommodation
- Managing Deliverables
- Crew Onboarding and Management
- Scheduling
- Daily Progress Reports
- Distribution
- DPR's
- Production Wrap Out
- Team Workflow Management

---

## **ACADEMIC PROFILE**

### **Macquarie University**

Bachelor in Business Administration with a Degree in Arts Industry | 2015 - 2018

### **Oxford Brookes University**

Macquarie University Semester Transfer | 2016

### **Blue Mountains Grammar School**

Higher School Certificate | 2014

## **REFERENCES**

References available on request