

# KATHRYN DUGGAN

## PRODUCTION ASSISTANT



07500 601 187



kathrynduggan@outlook.com



Chalfont St. Peter, Bucks



Full Clean Drivers Licence (25+)

An enthusiastic and effective Production Assistant who is keen to progress within the production department. I have experience within a busy production office whilst also having extensive experience in high pressure, client facing environments outside of TV. I'm flexible to adapt and am confident that my skill set and experience would make me an asset to any team. I'm available from January 2024 and am based on the outskirts of West London.

### CORE SKILLS

- Excellent understanding of work-flow within the production office
- Watermarking and distributing software, incl. POP
- Purchase Orders, incl. DPO
- Emergency First Aid at Work Certificate (2023)
- 1st Option Fire Warden Certificate (2023)
- Proficient in all Microsoft Office applications, including Excel
- Proactive and Adaptable
- Setting up key production events, incl. production meetings and tech recces
- Accommodation, Transport and Logistics
- Confident dealing with talent at all levels
- Excellent written and verbal communication skills
- Exceptional interpersonal and customer service skills
- Knowledge of Albert, incl. Albert Awareness Training
- Coronavirus Basic Awareness Certificate

### EXPERIENCE

DATE	POSITION	PRODUCTION
<b>12/2023</b> <b>PM:</b> Simon Sansone	<b>Production Assistant (Dailies)</b> <b>PC:</b> Chelsea Bulloch	<b>A Very Royal Scandal</b> Blueprint Pictures
Assisted during the final days of filming & wrap. Running call sheets and sides. Organised the distribution and delivery of wrap gifts for cast and crew. Created asset lists and organised office stock to be sold.		
<b>03/23 - 12/23</b> <b>LP:</b> Katie Player	<b>Production Assistant</b> <b>PC:</b> Thomas Gordon	<b>Call The Midwife S13</b> BBC/Neal Street Productions
Organisational and administration support in the production office, including but not exclusively; Assisting the executive team and Line Producer. Running call sheets and sides. Collecting and delivering rushes. On-boarding dailies. Organising catering for tech recce's. Producing suppliers list and asset stock lists. Maintaining supply levels. Liaising with external suppliers. Dealing with purchase orders and petty cash. Assisting cast members at base and on location. Ensuring deliveries, post etc., are distributed to correct departments.		
<b>08/2019</b>	<b>Production Runner (Dailies)</b>	<b>The Proms &amp; Proms: Encore</b> BBC/Livewire
Assisting production during filming of live concerts and guest interviews. Supporting show hosts and VIP guests throughout shoot. Marshalling crowds when filming in public places. Distributing production paperwork and supporting production team with other general runner duties.		

### OTHER EMPLOYMENT HISTORY

DATE	POSITION	COMPANY
06/22 - 03/23	Recruitment & Business Advisor	OPDC
03/21 - 06/22	Work Coach / Employer Advisor	Department for Work & Pensions
09/19 - 08/20	Receptionist	Redmill Solutions
05/15 - 09/19	Customer Assistant	Tesco

## EDUCATION

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2015 - 2018

Arts University Bournemouth

2:1 BA(hons) Film Production  
Specialised in producing

## REFERENCES

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References are available upon request

**GDPR: I consent to my CV being kept on file and distributed for recruitment purposes**