

Catherine Cooper

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PROFESSIONAL SUMMARY

Reliable and driven with a solid work ethic. Used to multi-tasking in a high pressured environment to deliver high quality and cost effective results.

CORE SKILLS

- Creative problem solving and strategic thinking
- Liaising with people from all walks of life
- Time management and multitasking
- Excellent leadership skills; ability to maintain a professional yet personable demeanour.
- Computer literacy
- Ability to tackle difficult situations with tact and diplomacy to arrive at the best solution for the business as a whole.

WORK HISTORY

ITV, BBC, Hat Trick Productions, Granada TV, Lime Pictures, Endemol and more

LOCATION MANAGER/ UNIT MANAGER/ LOCATION COORDINATOR/ SCOUT/ LOCATION RESEARCHER/ ASSISTANT DIRECTOR
June 2001- (Please see linked in profile listed for detailed history)

Managing around 20 television and film locations concurrently, in their various stages, from script to completion.

Duties:

- Reading scripts and scouting for the perfect film location.
- Researching companies and liaising with councils
- Filling in apps and paperwork
- Liaising with the director and producer and all departments to ensure a smooth running shoot.
- Compiling budgeting and accounting information.
- Negotiating contracts and fees with landowners and carrying out Risk Assessments to ensure adequate insurance cover and safety.
- Booking necessary facilities including police, security, licences and parking.
- Informing the public of filming as a friendly point of contact.
- Managing the parking up and moving on of large facility vehicles and up to a hundred cars in bases which change daily.
- Overseeing filming to provide a liaison for crew, public and landowner.

EDUCATION

The University of Birmingham 1997-2000

Drama and Theatre Arts BA (Hons)

The University of Salford 1995-1997

Media Performance HND

Philip's High School 1987-1992

8 A-C GCSEs

REFERENCES AVAILABLE ON REQUEST