

# RODRIGO PACHECO

## PRODUCTION SECRETARY

+44 7888 904 063

rodrigopachecoayres@gmail.com

Manchester (M15)

## SKILLS AND ATTRIBUTES

- Travel & Accommodation (UK and abroad)
- UK Work Visa
- Cast Medicals
- Amending and distributing scripts, side, unit list
- Crew Contracts
- Clearances
- EzyPO, MoneyPenny and DPO
- Final Draft
- POP, Scenechronize, Set Keeper and Team Engine
- Proficient in all Microsoft Office Programmes
- Italian and Brazilian Passport Holder
- Albert Certificate, valid First Aid, RAW

## CREDITS

<b>The Jetty</b> <i>Series 01</i>	<b>Production Secretary</b>	Firebird Pictures / BBC	Rochdale, England	Aug '23 - Dec '23
<b>Dance School</b> <i>Series 01</i>	<b>Production Secretary</b>	Duck Soup Films / Channel 4	Leeds, England	Mar '23 - July '23
<b>Save The Cinema</b>	<b>Production Secretary</b>	FAE Films / Sky Cinema	Carmarthen, Wales	Jan '21 - Feb '21
<b>Kaos</b> <i>Series 01</i>	<b>On Set COVID Supervisor</b>	Sister Pictures / Netflix	Various, Spain	July '22 - Oct '22
<b>Better</b> <i>Series 01</i>	<b>On Set COVID Supervisor</b>	Sister Pictures / BBC	Leeds, England	Dec '21 - June '22
<b>Rosaline</b>	<b>COVID Supervisor</b>	20th Century Studios	Rome, Italy	July '21 - Oct '21
<b>Landscapers</b> <i>Limited Series</i>	<b>On Set COVID Officer</b>	Sister Pictures / HBO	London, England	Mar '21 - June '21
<b>The Phantom of the Open</b>	<b>On Set COVID Supervisor</b>	Baby Cow + Water & Power	London, England	Sep '20 - Nov '20
<b>There's Someone Inside Your House</b>	<b>Locations Assistant</b>	Netflix Original	Vancouver, Canada	Aug '19 - Oct '19
<b>Chad</b> <i>Pilot</i>	<b>Locations Assistant</b>	MTV	Vancouver, Canada	April '19
<b>Limetown</b> <i>Limited Series</i>	<b>Locations Assistant</b>	Facebook Watch	Vancouver, Canada	Nov '18 - Mar '19
<b>Sonic the Hedgehog</b>	<b>Locations Assistant</b>	Paramount	Vancouver, Canada	July '18 - Oct '18
<b>Always Be My Maybe</b>	<b>Locations Assistant</b>	Netflix Original	Vancouver, Canada	April '18 - June '18
<b>The Predator</b> <i>1st Add Photography</i>	<b>Set Containment</b>	20th Century Fox	Vancouver, Canada	March '18
<b>Harry &amp; Meghan: A Royal Romance</b>	<b>Locations Assistant</b>	Lifetime Channel	Vancouver, Canada	February '18
<b>Noelle</b>	<b>Locations Assistant</b>	Walt Disney Pictures	Vancouver, Canada	Oct '17 - Jan '18
<b>Welcome To Marwen</b>	<b>Locations Marshall</b>	Universal Pictures	Vancouver, Canada	Aug '17 - Oct '17
<b>Harvest Love</b>	<b>Locations Assistant</b>	Hallmark Channel	Vancouver, Canada	July '17
<b>The Predator</b> <i>Principal Photography</i>	<b>Locations Marshall</b>	20th Century Fox	Vancouver, Canada	Feb '17 - June '17
<b>Descendants 2</b>	<b>Locations Marshall</b>	Disney Channel	Vancouver, Canada	Sep '16 - Nov '16

## DAILIES

<b>Midas Man</b>	<b>COVID Administrator</b>	Studio Pow	20 days	Liverpool, England	Oct '21
<b>The Split</b> <i>Series 03 Reshoots</i>	<b>COVID Supervisor</b>	Sister Pictures	3 days	London, England	Dec '21
<b>All The Old Knives</b>	<b>COVID Marshall</b>	Amazon Prime	20 days	London, England	Dec '20
<b>Riverdale</b> <i>Series 04</i>	<b>Trainee Assistant Director</b>	CW Channel	1 day	Vancouver, Canada	Aug '19
<b>Sacred Lies</b> <i>Series 02</i>	<b>Prep Locations Assistant</b>	Facebook Watch	15 days	Vancouver, Canada	July '19
<b>The Healing Powers of Dude</b> <i>Series 01</i>	<b>Locations Assistant</b>	Netflix Original	20 days	Vancouver, Canada	June '19
<b>Altered Carbon</b> <i>Series 02</i>	<b>Prep Locations Assistant</b>	Netflix Original	10 days	Vancouver, Canada	April '19
<b>The Predator</b> <i>2nd AP</i>	<b>Locations Assistant</b>	20th Century Fox	9 days	Vancouver, Canada	July '18
<b>Limetown</b> <i>Limited Series</i>	<b>Trainee Assistant Director</b>	Facebook Watch	2 days	Vancouver, Canada	Feb '19
<b>Sonic The Hedgehog</b>	<b>Trainee Assistant Director</b>	Paramount	3 days	Vancouver, Canada	Sep '18
<b>The Man In The High Castle</b> <i>Series 03</i>	<b>Locations Marshall</b>	Amazon Prime	9 days	Vancouver, Canada	Aug '17
<b>Deadpool 2</b>	<b>Locations Marshall</b>	20th Century Fox	18 days	Vancouver, Canada	July '17

## MUSIC PROMO

<b>Philip George</b>	"Same Love"	<b>Floor Runner</b>	just Fred	London, England
<b>Alok, Jason Derulo</b>	"Don't Cry For Me"	<b>Floor Runner</b>	just Fred	London, England
<b>Ellie Goulding feat. Lauv</b>	"Slow Grenade"	<b>Floor Runner</b>	just Fred	London, England
<b>Biffy Clyro</b>	"Space"	<b>Floor Runner</b>	just Fred	London, England
<b>The Ramona Flowers</b>	"Up All Night"	<b>Floor Runner</b>	just Fred	London, England
<b>Cloves</b>	"Dead" & "Sicko"	<b>Floor Runner</b>	just Fred	London, England
<b>Becky Hill</b>	"Space"	<b>Floor Runner</b>	just Fred	London, England
<b>Gary Barlow, Michael Bublé</b>	"Elita"	<b>Floor Runner</b>	just Fred	London, England
<b>Royal Blood</b>	"Typhoon"	<b>Floor Runner</b>	Voodoo	London, England
<b>JC Stewart</b>	"Break My Heart"	<b>Floor Runner</b>	just Fred	London, England

## ADVERTISING

<b>Woman's Aid</b>	"He's Coming Home"	<b>Floor Runner</b>	The Corner Shop	London, England
<b>Beffair Casino</b>	"New Tricks"	<b>Floor Runner</b>	Partizan	London, England
<b>Wickes</b>	"Frozen" & "Unicorn"	<b>Floor Runner</b>	Tantrum	London, England
<b>Art Fund</b>	"Slide Show"	<b>Floor Runner</b>	Academy Films	London, England
<b>Duracell</b>	"Project Power"	<b>Locations Assistant</b>	Suneeva	Vancouver, Canada
<b>Incyte Pharmaceuticals</b>	"Living With PV"	<b>Locations Assistant</b>	Means of Production Inc	Vancouver, Canada
<b>Avocado Mattress</b>	"Bedtime Story"	<b>Locations Assistant</b>	Lemonade Films	Vancouver, Canada
<b>Hyundai</b>	"Split" & "Revolves Around Us"	<b>Locations Assistant</b>	Popp Rok	Vancouver, Canada
<b>Marks Works Warehouse</b>	"Bees"	<b>Locations Assistant</b>	NorthKamp Ent	Vancouver, Canada
<b>Mazda</b>	"CX-3 AWD"	<b>Locations Assistant</b>	Sequoia Content	Vancouver, Canada

## QUALIFICATIONS

2024	Albert Sustainable Production Training	BAFTA	England, UK
2024	Working with Kids under 18s	ScreenSkills	England, UK
2022	Step Up To Production Coordinator	ScreenSkills	England, UK
2023	Working Safely with the BBC	ScreenSkills	England, UK
2023	Safeguarding For All	ScreenSkills	England, UK
2022	First Aid Training	St John Ambulance	England, UK
2022	Fire Warden Training	First Option	England, UK
2022	Risk Awareness Safety Training	First Option	England, UK
2022	Addressing Unconscious Bias	ScreenSkills	England, UK
2022	Tackling Bullying and Harassment	ScreenSkills	England, UK
2022	Managing Covid On Production	First Option	England, UK
2016	Motion Picture Industry Orientation	MPPIA BC	Vancouver, BC
2016	Workplace Hazardous Materials Safety	ActSafe BC	Vancouver, BC

## EDUCATION

Langara College	Film Arts Certificate	Vancouver, BC	Jan 2016 - Mar 2017
Art Institute of Vancouver	Introduction to Film Production	Vancouver, BC	Oct 2014 - July 2015
Pontifical Catholic University	Communication Studies	Rio de Janeiro, RJ	Jan 2012 - July 2014e