

Elvina Baltrusaityte

Studio Manager

Mobile: 07402 874054
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I am well organised with a clear and positive approach to problem solving as well as open minded, receptive, and innovative. I have great interpersonal skills, am a great leader and excellent team worker. I have over 5 years of experience working in Tv/Film sector and have an active and dynamic approach to work and getting things done.

Available from: January 2024

PRODUCTION EXPERIENCE

STUDIO MANAGER | [PADDINGTON IN PERU \(FEATURE\)](#) | Apr 2023 – Nov 2023

Marmalade Films Limited for StudioCanal, Heyday Films | Prod: Tim Wellspring, UPM: Jannika Öberg, Sup: Sheerin Khosrowshahi-Miandoab, PC: Laura Trythall

STUDIO MANAGER | [THE GREAT, SERIES 3 \(HETV\)](#) | Apr 2022 – Jan 2023

Yekaterina UK for HULU | Prod: Paul Sarony, PM: James Custance, Sup: Jamie Hollingworth, PC: Suzie Ellis

OTHER WORK EXPERIENCE

CLIENT SERVICES COORDINATOR | 3 Mills Studios | Jan 2019 – April 2022

- Liaising with several Productions at the time regarding their facilities and operations requirements
- Providing efficient solutions to any issues that might occur prior and throughout client's stay
- Managing car parking facility of over 250 parking spaces within Studios, allocating and managing spaces for client's unit bases
- Alongside Facilities Manager, managing maintenance team, to ensure all day-to-day tasks are allocated and achieved to meet the deadlines
- Working closely with contractors on the daily basis on different projects at the studio
- Processing and logging costs
- Introducing several new policies at 3 Mills Studios to enhance the studios

HARD SKILLS: Studio budgets | Health and Safety Regulations | Proficiency in a foreign language | Project Management | Contract Management | Facility Management | Proficiency in Microsoft Office Suite & G suite, DPO

SOFT SKILLS: Communication | Problem Solving | Leadership | Work Ethic | Time Management | Teamwork | Adaptability | Attention to Detail | Creativity

TRAINING & QUALIFICATIONS

- IOSH Safety Management in Film & TV Production
- IOSH Managing Safely
- Media Safety Ltd Level 3 Award in Emergency First Aid at Work
- First Option Certificate on Safe Design & Construction of Production Sets
- First Option Certificate on Managing COVID Risks on Production

EDUCATION

2014 – 2017 BA Diploma in Events Management – University of Greenwich

REFERENCES (further references and contact details available upon request)

James Custance Production Manager The Great, S3	Jannika Öberg Unit Production Manager Paddington in Peru	Paul De Carvalho General Manager – Head of Studios 3 Mills Studios
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