

Summary

I am a self-motivated, multi-skilled Production Coordinator with experience in Games Shows, Factual & Entertainment Formats. I have a background in Theatre, where I brought many transferable skills. I have utilised my organisational, communication, and problem-solving skills in my previous roles to enable the smooth running of a production. I am a team player and thrive under pressure, especially when working towards strict deadlines. I have a willingness to learn and grow, allowing me to adapt to situations.

Education

University of Surrey (July 2019)
BA Performance Technology and Production
First Class with Honours

Skills

- IT Competency in Mac and PC
- Microsoft Office Packages
- Budget Management
- Cloud Service – Dropbox, Google Workspace & Box
- Experience in Set Keeper, Money Penny, PMI, Adobe Sign, Photoshop, and DocuSign
- Silvermouse and Soundmouse systems
- BBC Post Productions Paperwork
- Still, Music and Footage Clearances
- Albert Carbon Calculation and Certification
- Travel Coordination
- Contributor Duty of Care and DBS
- Compiling Risk Assessment
- Schedule Management

Volunteering

- **Alumni Chair** – *Windermere School* (Oct 2020 – Cont.)
- **Volunteer** – *Tiger Kloof* (Feb 2015 & Aug 2016)

Qualifications

First Aid at Work

North Star (April 2023)

Online Risk Awareness Safety Training Module

First Options (Jul 2022)

Tackling Harassment and Bullying

Screen Skills (Aug 2021)

COVID Awareness for Production

Screen Skills (Jun 2021)

Sustainable Productions

Albert (Jun 2021)

Managing COVID-19 in Productions

First Option (Dec 2020)

Level 1 H&S in the Workplace

High-Speed Training (Sep 2020)

Full Clean Driving License

DVLA (Sept 2017)

Professional Experience

Production Coordinator – *Survivor UK (S1), BBC 1, Remarkable TV, Banijay*
(Jan 23 – Aug 23)

- Part of the Challenges Team for an abroad shoot
- Support the running of the Art and Challenges Team on location
- Liaising with local fixer on production needs
- Researching and booking the UK crew flights to an international location.
- Supporting the audition team on their city tour around the UK

Production Coordinator – *Pointless, BBC 1, Remarkable TV, Banijay* (Jul 22 – Jan 23)

- Supporting the PM in relocating a long-running show to a new studio in a quick time frame due to unforeseen circumstance
- Overseeing the smooth running of the studio
- Managing supplier contracts and delivery of services
- Organising travel for Talent
- Updating Risk Assessments
- Onboarding of new crew and creating contracts

Production Coordinator – *The Singles Tables (S1), ITV BE, Initial, Banijay* (Jun 22 – Jul 22)

- Coordinating with locations and supporting the crew onsite
- Planning & running reality get-ins, ensuring the cast don't see each other
- Creating Call sheets and daily schedules for the shot
- Managing travel of crew and contributors
- Supporting the Production Manager

Production Coordinator – *Pointless, BBC 1, Remarkable TV, Banijay* (Feb 22 – Jun 22)

- Coordinating the studio and liaising/supporting all departments
- Managing Talent travel
- Onboarding and contracting new starters
- Completing BBC Postproduction paperwork
- Processing POs, Expenses, Per Diems and Credit Card Return

Production Coordinator – *A Place in the Sun (S15 & S16), Channel 4, Freeform Production*
(Jan 22 – Feb 22)

- Supporting the team on location
- Organising international travel and logistics for crew and contributor
- Compiling and overseeing contracts for contributors
- Creating and distributing call sheets

Production Coordinator – *Pointless, BBC 1, Remarkable TV, Banijay* (Aug 21 – Jan 22)

- Coordinating the studio, liaising, and supporting all departments
- Overseeing Studio runners
- Coordinating Celebrity Travel
- Processing POs, Expenses, Per Diems and Credit Card Return

Production Secretary – *Brits in France (S1), Channel 5 & Inside Beverly Hills (S1), Channel 4*
Spun Gold TV, (Jul 2021 – Aug 2021)

- Organising international travel and accommodation
- Archive Research and Clearances
- Filing release Forms and cross-checking with RXs
- Completing Contributor Duty of Care
- Supporting the Production Manager

References Available on Request