

SENIOR PRODUCTION COORDINATOR

Doris Gogoe

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I'm self-driven with a naturally inquisitive personality and a passion for television. I have a solid grasp of how all areas of production operate and would like my next role to be a step towards Production Management, working as a Production Coordinator. I've developed key skills in organization, float management and people management.

Skills

Experience working with talent and contributors
Excellent research skills
Booking kit and set up
Managing petty cash
PMI software

Production Roles

- | | |
|---|----------------------|
| Snr Production Coordinator – CANOE_ HiddenLight Productions_ Sky History | Dec 2023 – Current |
| <ul style="list-style-type: none">• General finance• Booking transfers and taxis, trains & hire cars for the crew• Dealing with suppliers and raising invoices• Albert• Call Sheets & Movement orders• Release forms• Post• Permits• Dealing with crew & translators• Drives and rushes management | |
| Snr Production Coordinator – Get Tour Guide_ Toast TV | Nov 2023 – Nov 2023 |
| <ul style="list-style-type: none">• General finance• Booking transfers and taxis, trains & hire cars for the crew• Dealing with cast and talent• Organizing runners• Location support | |
| Production Coordinator – Adam Richman Eats Britain(Working Title)_Eone_ Food Channel | Sept 2023 – Nov 2023 |
| <ul style="list-style-type: none">• General finance• Booking transfers and taxis, trains & hire cars for the crew• Dealing with suppliers and raising invoices• Albert• Call Sheets & Movement orders• Release forms• Post | |
| Production Coordinator – Gino's Italy: Secrets of the South_ Betty TV_ ITV | April 2023 – August |
| 2023 | |
| <ul style="list-style-type: none">• General finance• Booking transfers and taxis, trains & hire cars for the crew | |

- Dealing with suppliers and raising invoices
- Dealing with fixers
- Albert
- Carnet
- Organising meals on location for crew
- Release forms
- Post

Production Coordinator – Expedition X_ Discovery_ Ping Pong TV

January 2023 – March 2023

- General finance
- Booking transfers and taxis, trains & hire cars for the crew
- Dealing with suppliers and raising invoices
- Dealing with fixers
- Call Sheets

Production Coordinator – Lost Cities 2.0_ Nat Geo_ Raw TV

August 2022 – December 2022

- General finance

- Booking transfers and taxis, trains & hire cars for the crew
- Dealing with suppliers and raising invoices
- Booking international flights
- Dealing with fixers
- Call Sheets

May 2022 – August 2022

Production Coordinator –N/A_ North One TV

- General finance
- Booking covid tests for crew & Talent
- Booking transfers and taxis, trains & hire cars for the crew
- Dealing with suppliers and raising invoices
- Booking international flights
- Dealing with fixers

Covid Production Coordinator –The Dance (Working title) _ Netflix _ Studio Lambert

February 2022 – May 2022

- General finance
- Booking covid tests for crew & Talent
- Book couriers and transport for crew & talent
- General support to the Editorial Team
- Dealing with suppliers and raising invoices

Production Coordinator –Science of Evil Geniuses (Working title) _ Impossible Factual

February 2022 – February 2022

- General finance
- Booking transfers and taxis, trains & hire cars for the crew
- Call Sheets
- General support to the Editorial Team
- Dealing with suppliers and raising invoices
- Access List/Parking
- Help Prod team set up training location and VT filming

Production Coordinator –Born to Brawl_ BBC Digital

January 2022 – February 2022

- General finance
- Booking transfers and taxis, trains & hire cars for the crew
- Call Sheets
- General support to the Editorial Team
- Dealing with suppliers and raising invoices
- Access List/Parking
- Help Prod team set up training location and VT filming

Production Coordinator –Strictly Come Dancing_ BBC

August 2021 – December 2021

- General finance
- Booking transfers and taxis, trains & hire cars for the crew
- Call Sheets
- General support to the Editorial Team
- Dealing with suppliers and raising invoices
- Access List/Parking
- Help Prod team set up training location and VT filming

Production Coordinator –Love Struck High_ Studio Lambert_ Amazon

June 2021 – August 2021

- Reconciling credit card statements and petty cash -PMI
- Booking transfers and taxis, trains & hire cars for the crew

- Call Sheets
- General support to the Editorial Team
- Dealing with suppliers and raising invoices
- Access List/Parking
- Help Prod team set up location and studio filming



Production Coordinator – All stars V Rock Stars_ North One Tv, BT Sport

March 2021 – June 2021

- Reconciling credit card statements and petty cash -PMI
- Booking transfers and taxis, trains & hire cars for the crew
- Call Sheets
- General support to the Editorial Team
- Dealing with suppliers and raising invoices
- Access List/Parking
- Help Prod team set up location and studio filming

Production Coordinator –Pilot_ Modest! TV

Jan 2021 – March 2021

- Reconciling credit card statements and petty cash -PMI
- Booking transfers and taxis for the crew and talent
- Call Sheets
- General support to the Editorial Team
- Dealing with suppliers and raising invoices
- Access List/Parking
- Catering
- Help Prod team set up location and studio filming
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Production Coordinator –Secret Life of Pets, ITV_ Oxford Scientific Films

Nov 2020 - Jan 2021

- Reconciling credit card statements and petty cash -PMI
- Booking transfers and taxis for the crew and talent
- Call Sheets
- General support to the Editorial Team
- Dealing with suppliers and raising invoices
- Help Prod team set up location and studio filming

Production Secretary –Interior Design Masters Series 2, BBC2_DSP

July 2020 – Nov 2020

- Reconciling credit card statements and petty cash -PMI
- Booking transfers and taxis for the crew and talent
- Call Sheets
- General support to Coordinators and Editorial Team
- Dealing with suppliers and raising invoices
- Help Prod team set up location and studio filming

Production Secretary –Rupaul Drag Race Series 2, BBC3_ World of Wonder

Feb 2020 – March 2020

- Reconciling credit card statements and petty cash
- Booking transfers and taxis for the crew and talent
- Call Sheets
- General support to Coordinators and Editorial Team

Production Secretary –Tucci: In searching for Italy (Working title), CNN

July 2019 – Dec 2019

- Reconciling credit card statements and petty cash
- Per Diems for Crew
- Booking transfers and taxis for the crew and talent
- Call Sheets

- General support to the Junior PM
- Assist the PM with rushes and transcripts
- Dealing with Italian vendors

Production Secretary – Who wants to be a Millionaire, ITV

- Reconciling credit card statements and petty cash
- Manage petty cash
- Booking travel for contestants
- General support to the Production Coordinators
- Be the first of point of contact for contestants
- Per Diems for Contestants

Production Secretary – First Dates, Twenty Twenty Productions, Channel 4

March 2019 – June 2019

- POs & recociling credit card statements – Cost Manager
- Booking travel and couriers
- General support to the Production Coordinators and Production Manager
- Be the first of point of contact for Italian Vendors & Suppliers

Education/ Training

BA Media Studies, University of West London.

2013- 2016 2.2

Honours Bachelor degree

Modules include: Writing for Media, TV and Radio Industries, Fictive Forms and Film Movement

Building Surveyor Diploma, I.T.S.G. G.Guarini - Modena, Italy

2006 - 2011

Comparable to Advance Vocational Certificate of Education (AVCE) / BTEC National Diploma standard

Reference: Available on request

*****GDPR STATEMENT*****

MY CV MAY BE KEPT ON FILE AND DISTRUBUITED FOR EMPLOYMENT PURPOSES