

# NICOLE ABLOTT

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Previous experience working in Locations, Production and COVID, now looking for more admin/office-based roles.

## **CREDITS:**

- **THE BALLAD OF RENEGADE NELL** – Assistant Location Coordinator  
*Lookout Point / Disney+ | October 2022 - December 2022*  
*Line Producer: Chris Sheriff | Supervising Location Manager: Chris White*
  - Responsible for the department's admin including dailies and contracted crew timesheets, accommodation requests and overtime/ missing pay queries. Assisted in communication with Legal to approve Location and Unit Base agreements and processed these to be signed via DocuSign. Created recce schedules and distributed prep and shoot movement orders, raised POs using EzyPO and organised for wire transfers to be processed.
- **TFSH (DOCUMENTARY WORKING TITLE)** – Production Secretary  
*Voltage TV / Amazon Studios | September 2022*  
*Production Executive: Danielle Noori | Production Manager: Rachel Drew*
  - Created call sheets for contributors and crew for shoot days, reconciled petty cash floats and raised POs and helped with the prep for an international shoot by scouting and contacting locations, researching visa and work permit requirements, and booking travel and accommodation.
- **RED BULL HARDLINE 2022** – Production Secretary  
*UMTV / Red Bull TV | August 2022 – September 2022*  
*Line Producer: Danielle Noori | Production Manager: Kerry Wordley*
  - Researched and booked travel/ accommodation for talent and crew from across the UK to Wales, responsible for creating and issuing the call sheet for the event, bought stationary and necessary equipment, maintained the production contact list alongside generally assisting the PM on all aspects of the production.
- **YOU & ME: SEASON 1** - COVID Coordinator  
*Happy Prince/ ITV Studios | May 2022 - July 2022*  
*Line Producer: Lynn Roberts | COVID Supervisor: Natalie Taylor*
  - Assisted the Supervisor and liaised with other HODs to create the cast, crew and crowd testing system, kept track of the cast and crew testing schedules, working closely with Production by using Excel spreadsheets and oversaw the testing days at unit base and on location.
- **THE CROWN: SEASON 5** - COVID Testing Assistant  
*Left Bank Pictures | December 2021 - April 2022*  
*Supervising PM: Carrie Banner | COVID Deputy: Inga Baibakova*
  - Managed the crew testing system over two shooting units, maintained the testing databases and was the main contact for prep/strike location testing alongside booking couriers for these samples.
- **I HATE YOU: SEASON 1** - COVID Testing PA/Base Runner  
*Big Talk Productions | October 2021 – December 2021*  
*Line Producer: Lynn Roberts | COVID Coordinator: Natalie Taylor | 2nd AD: Mikey Williams*
  - Managed the crew testing system and assisted the Coordinator with cast testing, main admin for the department using POP and was responsible for the Cignpost admin work whilst testing.
  - Assisted the AD team at unit base, ensuring that cast/SAs were catered for and got through costume/HMU on time.
- **THE BEAUTIFUL GAME** - COVID Office PA (UK Unit)  
*Blueprint Pictures | September 2021 – October 2021*  
*UPM: Ian Canning | COVID Supervisor: Laura Cockett | COVID Coordinator: Natalie Taylor*
  - Responsible for all admin for the COVID department using Digital Production Office, Team Engine and Prodice, bought the PPE/hired equipment needed for the shoot and assisted the Coordinator in maintaining the crew testing system.

- **TEN PERCENT: SEASON 1** - Floor Runner (dailies)  
*BRON Studios | September 2021*
- **LITTLE DARLINGS** – Locations Marshal (dailies)  
*Kindle Entertainment | August 2021 – September 2021*
- **ANTMAN AND THE WASP: QUANTUMANIA** - Additional Set PA (dailies)  
*PYM Productions III | August 2021*
- **SLOW HORSES: SEASON 1** - Crowd PA (dailies)  
*Jackson River Films Ltd | August 2021*
- **INDIANA JONES AND THE DIAL OF DESTINY** - 2nd Unit Set PA  
*Lucasfilm | May 2021 – August 2021 | BFI Future Film Skills Programme*  
*UPM: Martin Joy | 1st AD: Frazer Fennell-Ball | 2nd AD: Josie Morgan*  
- Worked both on location and in the studio. Communicated messages from the 1st AD to other departments and ensured the cast were ready and in the right place. Prepped, maintained and derigged the radios for the unit.

### **TRAINING:**

- Screenskills: Bullying and Harassment training for HETV Productions (2022)
- BFI Future Film Skills Training Programme (2021)
- BFI Film Academy Residential Course: Craft Skills (2021)
- Screenskills: Coronavirus basic awareness on production (2021 + 2022)
- BFI Film Academy Short Course (2020)

### • **EDUCATION:**

Studied TV and Film Production from the ages of 14 to 18, accompanied by A Level Film Studies.

This CV may be kept on file and distributed for employment purposes.