

Isaac Sunderland

Production Secretary – Available from May '24

London (W4) – hello@isaacsunderland.co.uk – +44 (0)7511 371 562

- Highly technology literate, including Microsoft, Google and Adobe software suites
- Proficient with Team Engine, CrewStart, Scenechronize, DPO, EzyPO, DocuSign
- Prod Sec experience including crew contracting, notice letters, drafting memos, document distribution, courier bookings, management of PAs, office set-up and wrap
- Comfortable in a team or taking the lead, with experience as a Covid dept HOD and Coordinator
- Strong work ethic, open to a challenge, and quick to pick up new skills

Credits

Production Secretary	Prime Target (New Regency/ Apple TV+)	PC: Helen Osborne PM: Catherine Booton Jnr LP: Clare Finnegan	May '23 – Nov '23
Covid Manager			Feb '23 – May '23
Covid Coordinator	Supacell (Netflix)	Covid Manager: Adam Lannon Series Producer: Joanna Crow	Jul '22 – Jan '23
Assistant Covid Manager	Magic Mike's Last Dance (Warner Bros.)	Covid Manager: Adam Lannon Line Producer: AJ Riach	Dec '22 (Additional Photography)
Covid Coordinator	Wednesday (MGM/Netflix)	Covid Manager: Adam Lannon UPM: Emma Mallett	May – Jun '22 (UK Additional Photography)
Covid Coordinator	Magic Mike's Last Dance (Warner Bros.)	Covid Manager: Chiara Bellati Line Producer: AJ Riach	Apr – May '22
Assistant Covid Coordinator			Mar – Apr '22
Covid Secretary	Wonka (Warner Bros.)	Covid Manager: Adam Lannon UPM: Tim Wellspring	Nov '21 – Mar '22
Covid PA			Sep – Nov '21
Production Assistant	Downton Abbey: A New Era (Universal)	PC: Danielle Rogers UPM: Valentina Coccia	Aug – Sep '21 (Additional Photography)

Experience

Photographer and Videographer (Freelance)

Feb '16 – Sep '21

Management of my own business, creating a versatile portfolio of photo and video work

Education

BSc Film + TV Production

University of York

2018 – 2021: First Class Honours

Awards

RTS Yorkshire Student Television Award for Comedy and Entertainment 2022

Episode 2 of my final-year university TV series won the award, with all 3 episodes receiving nominations

References

Helen Osborne – Production Coordinator

Adam Lannon – Covid Manager

Contact details available upon request