

PERSONAL ADVERT

Confident, creative, friendly problem solver with an eye for production – based in Wicklow and Bristol. Immediately available after concluding a BBC contract. Has a love of film, pina colodas and getting caught in the rain.

EXPERIENCE

July - Oct 2021 THE BEAKER GIRLS - BBC // CBBC
PRODUCTION SECRETARY

- Organised travel and accommodation, liaising with talent and chaperones.
- Helped with hiring, booking and welcome documents for crew.
- Scheduled and set up production meetings and read throughs (in person and zoom).
- Promoted to APOC for final 3 weeks of filming and wrap.

Feb - July 2021 ALEX RIDER (SEASON 2) - AMAZON PRIME
PRODUCTION RUNNER

- Continuous point of contact, working between locations, set and the office.
- Assisted cast, agents and stunts.
- Kept up-to-date with purchases for the office and unit bases.
- Assisted organising recces.

Jan - Dec 2020 SLAMMER FILM - CHASING THE BEAR
FLOOR/CROWD RUNNER

- Worked closely with the 1st and 2nd AD and pulled sides daily.
- Organised all extras, providing information and coronavirus health forms pre-arrival and assisting their movement to, from and on set.
- Set up and attended shoots, consistently maintained the set.

DIRECTOR'S ASSISTANT

- Provided administrative and production support to the director.
- Organised and updated diary arrangements, calendars and meetings..
- Organised and secured 'Chasing The Bear's' application for BFI Tax Credits and the Government's Kickstart Scheme.

July 2019 DISNEY - HAMMERSMITH
1 WEEK - PRODUCTION MANAGEMENT (ANIMATION)

- Worked in general office admin, voice recording sessions and NDAs.
- Assisted with updating and reviewing information and spreadsheets about every Disney show across all 3 channels.
- Attended reviews for scripts, animatics, and final cuts for future episodes.

July 2019 BRISTOL COMEDY GARDEN
RUNNER

- Worked in a large team, assisted customers, comedians and dealt with ticketing and setting up.

2019 -2020 SCRIPT CLINIC - BOURNEMOUTH UNIVERSITY
SCRIPT EDITOR

- Tasked with helping people from the film school at Bournemouth University to develop and edit their scripts, treatments, proposals etc.

2013 -2016 TAE KWON-DO & MULTISPORTS COACH
DUBAI

- Planned, organised and implemented lessons, specialising in martial arts.
- Helped parents of many nationalities, assisting signing their children up and with sensitive cases, helping their children through Ramadan.

QUALIFICATIONS

- Full, clean driving license
- DBS Checked
- Fire Marshall (valid until 2024)
- Coronavirus Basic Awareness Training
- Tackling Harassment & Bullying at Work
- Working Safely – BBC
- Working With Children – BBC

References available on request. GDPR: This CV may be kept on file and distributed for employment purposes.

Contact

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Wicklow & Bristol
Based

+ Bases in Dublin,
Manchester
& London