

# HESTEA (HETTI) COOK

hesteacook@gmail.com | 07445 795212 | 25 Flaxman Rd, London SE5 9DL  
www.linkedin.com/in/hestea-cook-84a483125

---

## SUMMARY

Detail-oriented TV/Film Production Coordinator with over ten years experience providing comprehensive support to Creative and Executive teams. Successfully solo produced TVC and digital branded content campaigns for Australia's largest brands. Positive and level-headed with strong interpersonal and organisational skills to coordinate office activities and facilitate multiple end-to-end campaigns simultaneously.

Available to work in the UK on the Youth Mobility Visa (exp. 2027), with option to extend.

---

## PROFICIENT IN

- Microsoft Office and Mac software
- Google Suite + cloud-based servers
- Adobe Suite software
- Freedom, Concur + Technology One ClearAds/Oasis
- Movie Magic
- Monday.com + Trello
- IBMS (Key creation + Scheduling)
- Valid Drivers License
- Working with Children
- First Aid Training
- English (Fluent) and Italian (Conversational)
- ScreenSkills Training Passport 2024

---

## WORK EXPERIENCE

### Senior Production Coordinator, Seven West Media

Jan 2022 - April 2024

- Organised shoot logistics in collaboration with production staff and acted as on-set Producer/1st AD.
- Coordinated pre and post-production timelines including Ingest, Grade, VFX, 3D, Audio/VoiceOver sessions.
- Ensured company profitability by building loyal freelancer/vendor relations and successfully negotiating more cost-efficient rates.
- Provided administrative support including diary management of senior staff, record keeping, meeting coordination, future planning and resource allocation to a team of 20+ employees.
- Proactively prepared high end creative treatments to strengthen client relations, resulting in returning clients year on year.
- Finance Management including invoicing, purchase orders, per diems, credit card reconciliation, tracking expenses and petty cash.
- Managed office supplies inventory, camera equipment bookings and company software/subscriptions.
- Onboarded new employees, liaising between Accounts Payable and HR departments.
- Tracked and delivered TX assets to digital and broadcast platforms.

### Art Assistant, 'Lego Masters S4' Endemol Shine Australia

July 2021 - Dec 2021

- Assisted the Art Department and Challenge Team in set design and builds, responsible for bump-in/out, stock cataloguing and resource allocation

### Junior Production Assistant, 'Parent Up' Aquarius Films

Apr 2021 - Jun 2021

- Responsible for meeting agendas, minute taking, file management, cataloguing, monitoring company accounts/emails.
- Assisted in the long term archiving, retrieval and destruction of files or rushes and handle confidential information in the required manner.
- Acted as a point of contact for general enquires, crew, talent and external vendors

## WORK EXPERIENCE

- Production Runner, Cub Films/Symmetry Media** Apr 2021 - Dec 2021
- Runner on TVC/TV sets, assisted multiple departments with on-set demands and requests, demonstrating adaptability, quick problem solving and initiative.
- Production Assistant, 'A Shared House' (Award Winning Web Series)** May 2015 - Dec 2015
- Administrative support for the production team and BTS photographer for social media/promotional campaigns.
  - Managed company social media pages, casting/recruitment posts and website.
- Photographers Assistant, Adrian Cook Photography** Jan 2012 - Jan 2018
- Oversaw gear check and equipment set-up/disassemble.
  - Supported photographer with on-set admin such as image processing, rushes, ingest and digital file organisation.
- 

## EDUCATION

- Bachelor of Music/Bachelor of Media (Screen and Sound Production), University of New South Wales** Jan 2016 - Nov 2020
- Distinction Average.
  - Awarded **The Julian and June Russell Prize 2020**, for best performance in the Bachelor of Music (UNSW Arts & Social Sciences).
  - Awarded **The Dean's List 2016**, in recognition of high academic performance UNSW Arts & Social Sciences).
- International Grammar School, Sydney** Class of 2014
- 2014 **School Leader** and **Honour Roll**.
  - All major works in Drama and Music nominated for statewide showcases, with final composition being selected to perform at The Sydney Opera House.
- 

## INTERESTS

- Singer/Producer (Hobby)**
- Writes, produces and performs original music in spare time under the artist name 'Hettie'.
- 

## REFEREES

- James Falzon - Seven West Media, Head of Creative and Operations Marketing**  
E: jfalzon@seven.com.au  
M: +61 477 745 003
- Jill Munt - Seven West Media, Producer**  
E: jmunt@seven.com.au  
M: +61 448 443 799
- Christopher Seeto - Freelance Producer/Production Manager**  
E: christopher.seeto@gmail.com  
M: +61 412 332 948