

SHANIE LYNCH

PRODUCTION COORDINATOR LOOKING FOR APOC ROLES IN HETV

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FULL & CLEAN UK DRIVING LICENSE

A resilient, reliable and pro-active Production professional who is solution focused, with demonstrated experience within creative production teams delivering branded and commercial content. Skilled and confident in multi-territory production and project management, building and maintaining stakeholder relationships and delivering projects on time and within budget. I am currently seeking my next challenge, specifically in HETV which is where I want to continue to develop my skills and pursue the next stage of my career.

KEY SKILLS

- Confident in Production paperwork. Creating Call Sheets, Risk Assessments, Cost Reports, Release Form management, UK Child Licensing paperwork, NDA's, commercial music clearance with external consultants, music reporting using Soundmouse.
- Management and tracking of budgets up to \$2m. Daily, monthly and quarterly finance tracking, reporting, forecasting and reconciliation.
- Booking crew, kit & contributors. Onboarding & extending freelancers, setting up new starters and coaching junior members of the team.
- Key contact for 3rd party vendors. Raising purchase orders in SAP and PMI, processing invoices for payment.
- Organising international & local travel, accommodation & ESTA's. Sourcing and negotiating locations & props.
- Creating and maintaining workflow guides and always looking for ways to improve the Production process, efficiencies and sustainability.
- Adept time management and ability to prioritise for myself and others.
- Excellent interpersonal and communication skills. Diplomatic and approachable.
- Excellent Mac, PC, G-Suite and Excel skills.

COURSES & ACHIEVEMENTS

- **Diversity and Inclusion, Everyday Inclusion** (TWDC, EMEA UK Learning & Development, June 2021)
- **Moving into Leadership** (TWDC, EMEA UK Learning & Development, August 2020)
- **Managing COVID-19 Risks on Production** (First Option Safety Consultants, August 2020)
- **ALBERT Sustainable Production Training**, WEAREALBERT, August 2020)
- **Weirdos & Creatives Production Manager LIVE Course** (July 2020): Emotional Intelligence, Budgeting & Scheduling, Forecasting Top Tips, Carnet information, Call Sheets, Risk Assessment, Health & Safety, Location & Release Forms.
- **Coronavirus Basic Awareness on Production Training Course** (ScreenSkills & First Option Safety Consultants, June 2020)
- **So you want to be a Production Coordinator** (Production Managers Association)
- **Safe Management of Productions Course: Production Safety Passport** (First Option)
- **Mental Health First Aider Course** (MHFA England, July 2019)
- **Save a Life Adult, Child and Baby First Aid Course** (British Red Cross)
- **Certified Fire Marshall** (London Fire Brigade)
- **University of Westminster's Placement Student of the Year** (2017)

EDUCATION

University of Westminster: Bachelor of Arts Honours Television
Production - **First Class Degree**

REFERENCES AVAILABLE UPON REQUEST.

EMPLOYMENT HISTORY

Freelance Production Coordinator – Shine TV | Celebrity Hunted for Channel 4's Stand Up to Cancer | August - November 2021

- Coordinator across all celebrity Master Interviews dealing directly with talent and their agents
- Set up of Launch and Extraction shoots - booking complex travel logistics & accommodation for crew and contributors, often under time pressure while ground teams 'on the run'
- Coordinating the Covid-19 testing regime for full crew & contributors

Production Supervisor –Disney+ | The Walt Disney Company | October 2020 to August 2021

- In-house creative production agency producing commercial content promoting Disney+ across TV, BVOD, OOH, Digital, Social and Radio.
- Responsible for budget up to \$2m reporting into Production & Operations Director. Monthly & quarterly forecasting, tracking and reconciliation.
- Booking, extending and onboarding freelancers.
- Booking voiceover and negotiating commercial usage. Completing release forms.
- Working with external music consultant to clear commercial music tracks.
- Supporting the Creative Operations, AV and Design teams from briefing to delivery of commercial marketing campaigns for new content on the service
- Additional ad-hoc responsibility project managing the Disney+ Marketing presence at Anecy Animation Festival 2021, working with internal Design team, communicating feedback and providing project update and status reports. Managing various executive level stakeholders and creative feedback.

Production & Operations Coordinator – Disney Channel Regional, UK and Disney XD | Media Networks, The Walt Disney Company EMEA | October 2019 to October 2020

Production Coordinator - Disney Channel UK & Nordics , The Walt Disney Company | November 2018 to October 2019

Freelance Production Coordinator - Disney Channel Nordics, The Walt Disney Company | May 2018 to November 2018

- Key member of the Production team and within the wider Creative Services teams. Supporting PM & Production team with all duties from delivering promo make-list on time and within budget to shoot preparation for larger campaigns.
- Pre-production and shoot experience. Booking travel, logistical management, preparing call sheets and helping with child licensing paperwork. Working with Disney Channel talent. Risk assessments & liaising with studios. Managing contributor release forms. Organising couriers.
- Managing the Disney Channel Regional budget collaboratively & reporting into Marketing Production Director. Updating quarterly financial trackers for PM's, reporting and justification on spend, communicating with Finance team on cross charges, accruals and reconciliation. Quarterly forecast and close of budgets. Multi-currency budget experience.
- EMEA Coordinator and representative on set for the Disney Channel International Talent Shoots (2019 & 2020) in Los Angeles working closely with the US team. Script management across EMEA local teams. Organising script review meetings with Creative Director. Key contact liaising with Regional and US Legal & Compliance. Working with the Director & talent on set, ensuring all content is captured how the creative Producer intended. Booking travel and accommodation.
- Booking, onboarding and extending freelance staff with HR, as well as crew for shoots. Keeping up to date database of freelancers.
- Point of contact for third party vendors. Raising purchase orders, checking and processing invoices across eight currencies in SAP.
- Project managing annual Intern Recruitment. Updating job descriptions and communicating requirements with HR. Reviewing CV's, holding telephone interviews and coordinating Assessment Day, working with Disney, Fox & National Geographic Senior stakeholders. Leading Assessment Day and interviewing candidates. Mentoring interns throughout their internships.

Live Runner – Celebrity Big Brother Live Team | Initial | Endemol Shine UK, Channel 5
January 2018 – February 2018

- Script printing and distribution for the full crew under strict time pressure between the final rehearsal and live TX.
- Working with Talent. Checking in contestant's friends and family with the Production Coordinators.
- Printing and creation of cue cards for the live show Presenter. Assisting the Floor Manager with cue cards during the live show.
- Lunch and dinner orders for the full crew. Dealing with petty cash.

Production Management Intern | Disney Channels, The Walt Disney Company
July 2016 to July 2017

- Creative Services coordinator for multiple feeds including Disney XD Poland, Turkey and Greece.
- Researching and booking studios, location medic, sourcing props and helping with the casting and child licence applications for various shoots. Booking catering. Production runner on shoots.
- Budget tracking across the channel and reporting costs to PM. Checking and processing invoices. Raising purchase orders for UK English Voiceover vendors in SAP.
- Creating and maintaining workflow guides.
- Liaising with Agencies to book Voiceover artists & language quality checkers. Managing bookings and schedules.