




# NATASHA VINCENT

PRODUCTION SECRETARY / TRAVEL COORDINATOR

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I'm an organised, friendly, creative and hardworking individual looking for a new role in a film/TV production team. I'm seeking another Production Secretary or Travel Coordinator role, where I can be organised, support a production team, help with cast/crew travel arrangements. I would like learn more on APOC duties, so I can step up soon. I aspire to be a producer. My available start date is Feb 2024.

## PRODUCTION CREDITS

<b>Production Secretary</b>	Broke and Bones/Netflix	Toxic Town	June - Nov 23	LP: Mike Noble
<b>Production Secretary</b>	Quay Street Productions	ITV After the Flood	Feb - June 23	LP: Mike Noble
<b>COVID Supervisor</b>	Two Brothers Pictures	C4 Entitled	Jul - Oct 22	LP: Mike Noble
<b>COVID Coordinator</b>	West Road Pictures	ITV Ridley	Nov - Apr 22	LP: Mike Noble
<b>COVID Secretary</b>	House Productions	BBC Sherwood	Jun - Oct 21	LP: Nancy Bray
<b>Production Assistant</b>	CBeebies	Justin's House	Apr - Jun 21	PM: Sam Milnes
<b>Production Secretary</b>	Sir Reel Ltd	Daliland	Mar - Apr 21	PC: Hannah Cross

## OTHER WORK EXPERIENCE

<b>Sales Support Executive</b>	TrekAmerica	Jan 16 - Oct 19	Sup: Matt Newman
<b>Event and Marketing Assistant</b>	Universal Pictures	May 16 - May 18	Sup: Aneka Preston
<b>Group Operations Coordinator</b>	British Airways	Jan 14 - Dec 15	Sup: Charlotte McKenna
<b>Team Member / Projectionist</b>	VUE Cinema	Mar 03 - Mar 07	Sup: Phil Hulme

## EDUCATION

<b>Foundation in Producing</b>	MetFilm School London	Aug - Oct 2019
<b>BA (Hons) TV Production Management</b>	Edge Hill University	2006 - 2010

## TRAINING

<b>Final Draft</b>	ScreenSkills & The Call Sheet
<b>Tackling harassment and bullying</b>	ScreenSkills
<b>Executive Assistant</b>	Udemy
<b>Working with Children</b>	BBC Training
<b>Mental Health Ambassador</b>	Udemy

## SKILLS

- Office and File Organisation
- SetKeeper, GSuite, Prodicle, Zoom
- Raising POs (DPF & EzyPO)
- Travel & Accommodation Booking
- Excel for budgeting and tracking
- Printing scripts, sides, callsheets, etc

## REFERENCES

**Mike Noble**  
Line Manager  
Toxic Town  
michael.noble73@gmail.com  
+44 07974 363 020

**Ben Mansley**  
Production Manager  
Toxic Town  
benjamin.mansley@live.com  
+44 07791 512 088

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