

London-based. French native with fluent English  
Full clean driving licence

I am a Production Manager with experience in both drama features and HETV. I stepped up from being a Production Coordinator to Junior PM after working on digital content, fashion editorial and still photography. Before that, I worked for creative agencies where I mastered my admin and project management competencies. I am diligent and passionate, I have expertise in implementing efficient workflows that benefit the wider team.

I love connecting with people and ensuring everyone, including cast and crew, works as a unit on every project.

Skillset and strengths include (but are not limited to)

- Team, Resource and Time management
- Dealing with splinter/2nd units, plant hire, transport and travels as well as accommodation (for 100+ crew)
- Focussing on day-to-day budget tracking using various PO systems and working closely with the Financial Controllers and Production Accountants
- Overseeing or creating crew & cast contracts, dailies engagements, clearance requests, child licensing etc
- As a Location Coordinator, I focussed on dealing with swing schedules & facilities, agencies and location owners
- As a Coordinator and PM, I focus on maintaining interdependent relationships with the multiple departments, providing continuous logistical and administrative support

I am proficient in using Money Penny, DPO, SetKeeper, Team Engine and Prodicle by Netflix

## RECENT CREDITS

| <u>FILMS</u>  | <u>TV</u>  |
|---|--|
| <p><b>“Dreamers” - Quiddity Films</b><br/>Jan - March 2024<br/>Shot in London</p> <p><b>Credit: Production Manager</b></p> <p>Line Producer: Filiz-Theres Erel<br/>Producer: Emily Morgan<br/>Director: Joy Gharoro-Akpojotor</p>         | <p><b>“Smoggie Queens S1” - Hat Trick Productions</b><br/>July - Aug 2024<br/>Shot in Teesside</p> <p><b>Credit: Production Manager</b></p> <p>Line Producer: Charlotte Wolff<br/>Producer: Chris Jones<br/>Director: Andrew Chaplin</p>           |
| <p><b>“Queen At Sea” - The Bureau</b><br/>Jan - May 2023<br/>Shot in London</p> <p><b>Credit: Production Coordinator (w/o a PM)</b></p> <p>Line Producer: Filiz-Theres Erel<br/>Producer: Tristan Goligher<br/>Director: Lance Hammer</p> | <p><b>“Sweetpea” S1 - See-Saw Films</b><br/>July - Dec 2023<br/>Shot in Greater London</p> <p><b>Credit: Location Coordinator</b></p> <p>Location Manager: Ben Lee<br/>Line Producer: Emma Biggins<br/>Director: Ella Jones</p>                    |
| <p><b>“The Old Oak” - Sixteen Films</b><br/>April - July 2022<br/>Shot in County Durham</p> <p><b>Credit: Junior Production Manager</b></p> <p>Line Producer: Eimhear McMahon<br/>Producer: Rebecca O’Brien<br/>Director: Ken Loach</p>   | <p><b>“Smothered” S1 - Roughcut TV</b><br/>Sept - Dec 2022<br/>Shot in London</p> <p><b>Credit: Production Coordinator (w/o a PM)</b></p> <p>Line Producer: Carleen Beadle-Larcombe<br/>Producer: Lauriel Martin<br/>Director: George Belfield</p> |

|   |  |
|---|--|
| <p><b>“Stopmotion” - BlueLight</b><br/> Jan - April 2022<br/> Shot in London</p> <p><b>Credit: Junior Production Manager</b></p> <p>UPM: Matt Wilson<br/> Producers: Alain De la Mata<br/> &amp; Christopher Granier-Deferre<br/> Director: Robert Morgan</p>   |  |
| <p><b>“The Strays” - The Bureau/Netflix</b><br/> Sept - Dec 2021<br/> Shot in Suffolk, Berkshire and OMAX</p> <p><b>Credit: Junior Production Manager</b></p> <p>Line Producer: Eimhear McMahon<br/> PM: Elena Santamaria<br/> Producers: Tristan Goligher, Valentina Brazzini, Rob<br/> Watson<br/> Director: Nathaniel Martello-White</p> |  |
| <p><b>“Little Joe” - The Bureau/Coop99 Filmproduktion</b><br/> July 2018 - Oct 2018<br/> Shot in Liverpool</p> <p><b>Credit: Production Coordinator</b></p> <p>Line Producer: Neil Jones<br/> UK, DE, AUS co-production<br/> Director: Jessica Hausner</p>  |  |
| <p><b>“Sulphur &amp; White” - EMU Films</b><br/> June 2018 (uncredited)</p> <p><b>Role: APOC</b></p> <p>PM: Neil Jones<br/> Line Producer: Donna Mabey<br/> Director: Julian Jarrold</p>  |  |

## **SHORT FILMS & OTHER PRODUCTION**

|   |   |
|---|---|
| <p><b>“Dissonance” - a short film by Unfold Films</b><br/> Oct - Nov 2024<br/> Shot in Wiltshire</p> <p><b>Credit: Production Manager</b></p> <p>Producers: Gabrielle de Cevins &amp; Noemie TJ<br/> Phillipson<br/> Director: Edward Zorab</p> | <p><b>“Travail, Salaire, Profit” - Archipel 33/Arte</b><br/> November 2018<br/> Shot in Mount Pleasant Studio</p> <p><b>Credit: Production Coordinator</b></p> <p>PM: Michel Dubois<br/> Directed by Gérard Mordillat and Bertrand Rothé</p> <p><i>*an interview in London<br/> with Pr. David Graeber as part of a documentary</i></p> |
|---|---|

## **PREVIOUS WORK**

**Vogue & GQ International - Condé Nast Entertainment** May 2019 - September 2021

*Video Production Coordinator under the leadership of Ezzie Chidi-Ofong (Global Head of Video), Zuki Elliott (Senior Producer) and Luke Spencer (Senior Creative Video Editor)*

- On-going management of logistics, admin and production requirements
- Built and maintained relationships with local fixers and production companies globally
- Ensured seamless productions and high-quality of service while shooting with high-calibre talents
- Created and managed budgets from pre-production through to post-production, including coordinating with the Accounting Department about invoices and reconciliations
- Managed in-house post-production workflow including working with in-house resources and booking freelancers
- Coordinated music and image licensing, and revision of legal documents (NDAs, insurance policies, other agreements) for specific projects under the supervision of the Legal IP & Counsel
- Built and maintained strong rapport with Condé Nast global network and all teams involved in digital content productions (Vogue and GQ market coordination, translations and other cross-department collaboration)
- Passed the APA COVID-19 Shooting Guidelines Assessment that qualifies me as an eligible COVID Supervisor

**MAD Productions** January - April 2019

*Production Coordinator for Executive Producer Ashumi Sanghvi*

- Provided with logistical and administrative support while assisting the Producer on set and during prep
- Prepared check-lists and coordinated pre-production through to sourcing locations, crew bookings, preparing and sending out call sheets
- Ensured seamless productions and high quality of service while shooting with the likes of Mariano Vivanco (Vogue HK Launch), Damian Foxe (FT | How to Spend it), Elisabeth Toll (Leem SS19 Lookbook), John Balsom (The Telegraph)
- Managed office expenses, production spend and inventories on wrap

**Hillsong Church London (Volunteering)** May 2018 - March 2020

*Project Coordinator for "Southpaw" a 6-episode TV show for Hillsong Channel/TBN*

- Provided with logistical and administrative support
- Coordinated rehearsals including diary management
- Coordinated purchases, deliveries and pick up of the set components
- Created call sheets, running order for each episode and schedules for cast and crew
- Booked and coordinated the Glam team
- Managed petty cash and final budget reconciliation
- Supervised 6 runners daily, including tasks allocation and briefing (floor runner, host,...)

## **EDUCATION**

- **MA degree in Digital Communication and Advertising Strategy** 2013 ECS London at UAL's LCC
- **MA degree in Digital Communication** 2011 ECS Paris
- **BTEC degree in International Trade & Relations** 2009 Félix Faure High School