

REUBEN SAMRA

PRODUCTION SECRETARY

07889 556510 | reubensamra@gmail.com | Full and clean driving licence | Based in London/West Midlands

After working at ScreenSkills for several years, I made the move into Production. I have strong organisational skills and I am interested in continuing to develop in the Production team and eventually producing.

SELECTED INDUSTRY EXPERIENCE

Production Secretary - Juice S2 (Various Artists Limited/BBC Series) (Feb-May 2025)

LP - Anne Patterson | POC - Patrick Shiels

- Raising dailies contracts on Team Engine
- Completing daily progress reports
- Creating daily call sheet distribution lists
- Liaising with studio management and security on access and facilities
- Completing Albert certification paperwork

Training Coordinator/Production Secretary - The Witcher S4 (Netflix Series) (Feb-Nov 2024)

UPM - Elizabeth Small | 2nd Unit UPM - Stephanie Vaughan | POCs - Dagmara Płazewska, Charlotte Tonks, Will Crathorne

- Managing the prep diary and Production Google Calendar throughout production
- Additional Production Secretary tasks - raising POs, gathering quotes, issuing vendor agreements and NDAs
- Making distribution lists and sending memos in Scenechronize
- Booking all training courses delivered on the production for all HODs, producers, cast members and crew
- Managing ScreenSkills budget on the production and liaising with departments about training

Production Assistant - Hamlet (BBC/BFI Feature Film) (Sep-Dec 2023)

PM - Daniel Watkins | POC - Ana Radulescu

RELEVANT EXPERIENCE

HETV Administrator / Senior Tracking & Contributions Coordinator, ScreenSkills (Dec 2019-Jul 2023)

- Liaising with Line Producers and Production Managers on HETV productions about ScreenSkills HETV Skills Fund
- Tracking all training delivered by ScreenSkills and providing reports for broadcasters
- Working with accounts on invoicing and reporting for HETV and Children's TV Skills Funds
- Diary management support for Head of HETV

EDUCATION

University of Westminster - BA Film (2016-2019)

Graduated with First Class Honours and specialised in producing.

Short films nominated and screened at festivals including London Short Film Festival, Underwire Film Festival and VGIK International Film Festival.

SKILLS & TRAINING

- Experienced in using G Suite, Microsoft Office, DPO, EzyPO, Scenechronize, SetKeeper, Prodicle, Final Draft
- Safe Management of Productions
- Fire Marshal with Extinguisher
- Emergency First Aid at Work

This CV can be kept on file and distributed for employment purposes. References available on request.