

I am a Production freelancer with 4+ years experience working in HETV & Film. I also have 9+ years experience working as a project manager within the Radio industry. In my roles I have managed people, negotiated contracts with crew and suppliers, managed project budgets and been key point of contact for all levels of staff/crew. I have completed an NFTS short-course in Drama Production Management and my goal is to PM.

- Experience using Team Engine, POP, Scenechronize, SetKeeper, Docusign, DPO etc.
 - Created & managed budgets
 - Hired crew and been an HOD within the industry and outside of it.
 - Negotiated with suppliers and contractors.
 - Have worked closely with Talent & ATL crew.
 - Worked on T&A for crew
 - Trained Mental Health First Aider.
-

CREDITS

- “Debutante S2” (code) – **Assistant Production Coordinator** Jun 2024 – Nov 2024
Apple TV+ / Forge Entertainment | LP: Emily Shapland | UPM: Mirna Kapetanovic-Kennedy
Contracted all crew/dailies, engaged all dailies, booked equipment, crew avail checks, stunt/intimacy contracts, script/call sheet distro when required, general APOC duties.
- “UMO Project” (code) – **Assistant Production Coordinator (2nd Unit)** Jan 2024 – Mar 2024
Amazon / 42 | LP: Andy Chapman | PM: Mirna Kapetanovic-Kennedy
Aided the PM with most tasks, created crew contracts, signed off timesheets, dealt with all crew distro & documents, created PO's.
- “Heads of State” – **Covid Supervisor** Jan 2023 – Jul 2023
Amazon Studios | UPM: James Smith | Production Sup: Kate Garbett
Devised and managed the Covid protocols for the full crew, engaged testing companies and liaised with producers on dealing with positive cases.
- “Extraordinary S2” – **Covid Production Manager (Remote)** Jan 2023 – Apr 2023
Disney+ / Sid Gentle Films | Producer: Charlie Palmer | LP: Rob Price
Managed the on-site team remotely, dealt with all communication with producers/execs, devised all covid protocols, engaged and negotiated with testing companies and advised/managed execs on positive cases.
- “One Day” – **Covid Supervisor** May 2022 – Jan 2023
Netflix / Drama Republic | Producer: Nige Watson | LP: Andy Chapman
Created and managed covid protocols, hired covid team, negotiated with testing companies, managed testing logistics, worked with international teams and protocols when working abroad.
- “Extraordinary S1” – **Covid Production Manager** Nov 2021 – Mar 2022
Disney+ / Sid Gentle Films | Producer: Charlie Palmer | LP: Pete Coogan
Worked closely with producers during lockdowns to keep production running, managed team of seven crew, dealt with all cast/crew communications, held covid briefings when required.
- “Killing Eve S4” – **Covid Supervisor** May 2021 – Nov 2021
AMC / Sid Gentle Films | Producer: Nige Watson | LP: Andy Chapman
Devised covid protocols, worked closely with ATL / Talent to adhere to govt legislation, ensured production stayed on track, created all testing logistics and ran covid budget.

“Atlanta S3” – Covid Locations Assistant Mar 2021 – Apr 2021
FX / Disney | Covid Sup: Maja Wlodarczyk | Asst Covid Sup: Claire Dewar
In charge of on-set covid crew, ensured testing stations were prepped/struck, made sure crew kept to covid rules,

“This Way Up S2” – Covid Assistant Jan 2021 – Feb 2021
Merman Productions | Covid Sup: Claire Dewar
Ensured covid protocols were adhered to on-set with all cast/crew, prepped & struck testing sites.

“Cheaters” – Production Assistant (Dailies) Nov 2020
Clerkenwell Films | LP: Paul Munn | PM: Alicia Boden
Helped production office towards end of filming and wrap.

INDUSTRY TRAINING

- NFTS Short Course – Drama Production Management (Dec 2023)
 - MHFA – Mental Health First Aider Training (Dec 2023)
 - Screenskills – Leadership & Management Essentials for HETV (Jan 2023)
 - Screenskills – Step up to Production Coordinator (Nov/Dec 2022)
 - First Option – Safety Management of TV Productions (May 2021)
-

NON-INDUSTRY EXPERIENCE

Gaia Legacy Planning – Estate Planning Consultant 2018 – 2020
Set up my own company helping people with will writing, trusts, later life planning etc. Sourced clients, delivered excellent customer service, drew up budgets, created and distributed all marketing materials. Completed industry training and upheld the standards required to be a member of the IPW.

Global Radio – Regional Partnerships Project Manager 2016 – 2018
Project managing client hospitality events and regional sales products for the biggest Radio group in the UK. Involvement began at the planning stage, budgeting, sourcing venues/liasing with suppliers right through to on-site management of the events on the day. Total revenue generated from the projects I managed was c. £7m pa. I also had to train staff members and ensure high levels of customer service across all areas.

Rainmaker Sales Solutions – Project Manager 2011 – 2016
Head-hunted from previous role, sub-contracted to Global Radio to run their hospitality events and campaigns across the UK. Main contact for all queries relating to the campaigns, reporting models and scheduling. I tracked the budgeting and cost reports for each project and reported this upwards. Responsible for venue bookings, travel arrangements, locations coordination and on-site logistics at the events.

Other Roles – Senior Sales Support (Global Radio, 07-11), Radio Operations Coordinator (Bauer Media, 06-07), Office Coordinator (DfES, 05-06)

EDUCATION

BA (Hons) Media Studies 2000 – 2004
University of East London