

# Shaka Wright – Production Assistant

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Self-motivated and experienced administrator with significant customer service and facilities coordination experience who has made a career change into the industry of Film, TV & Broadcasting. Adaptable, resilient, able to learn quickly and work independently as well as with a team.

## Employment History

**Ted Lasso 3 – Shoe Bucket Limited, Warner Media - PA Apprentice** January 2022 – present

Working as part of the Production team to support the project during prep, filming and wrap.

- Printing and distributing identification cards to crew in conjunction with the COVID team to assigned colour coordinated groups depending on required access to set.
- Maintaining various stock levels throughout the production office including water, stationery and legacy items inherited from the previous production and keeping an accurate asset log.
- Researching and contacting suppliers to obtain quotes for products and services.

**Oceans – WildSpace Productions, Netflix - Technical Runner** October 2021 – December 2021

Working mainly under the direction of the Technical Coordinator to test, prep and organise filming equipment for international dispatch. Additionally providing support to the post production team at the request of the department head as needed an adhoc support to the office.

- Constructing rushes offload kits including formatted laptops complete with updated industry standard software, presets and documentation.
- Ensuring accurate record keeping in order to effectively track equipment and provide details to production teams for use in carnet paperwork.
- Testing a wide variety of specialist equipment including deep sea cameras, camera traps and drones and logging all relevant information such as serial and model numbers.
- Creation of custom excel documents to generate usage statistics for different camera types and storage devices used across all active shoots.
- Liaising with production teams and a local post house for the shuttling of equipment to and from off-site storage in preparation for upcoming filming.

**The Undeclared War – Playground TV, Urban Myth, Channel 4 - COVID** May 2021 – August 2021

### Testing Coordinator

Working as the main point of contact for on-site testing at the direction of the COVID Officer starting during shoot after the departure of the previous coordinator. Frequent use of POP, DPO, EQUALS, office software and cloud storage.

- Managing logistics and arranging PCR and lateral flow testing on location for up to 300 cast and crew based on variables including shooting schedule, facilities, number of cast, available medics and laboratory operating hours.
- Logging test results in compliance with GDPR and distributing on request, raising purchase orders and submitting receipts and claim forms.
- Delegation of tasks to the COVID Assistant and Runners to ensure a safe environment and efficient response times.
- Implementing new systems to streamline testing and sourcing quotes for additional testing support.
- Liaising with department heads to track and arrange local testing of dailies and skilled SA's.

**MEN – Harper Films Ltd - COVID Secretary** March 2021 – May 2021

I worked as part of the COVID Team partially through prep and throughout production based both on set and at the production office. Ensuring a safe working environment and that COVID protocols are met and maintained. Regular use of SetKeeper, TeamEngine, DPO, EQUALS, office software and cloud storage.

- Main point of contact for all COVID testing and associated logistics and administration including: researching local UKAS approved testing providers, forwarding and archiving test results in compliance with GDPR, raising purchase orders and submitting receipts and claim forms, updating health form distribution lists and response information.
- Use of a short wheel-base van to transport equipment and PPE.
- Liaising with on-site PCR testing providers, setting up testing areas, maintaining attendance lists and troubleshooting.
- Team timesheet management, temperature taking, track & trace monitoring and touch point cleaning.

**Places for People Ltd, Bristol - Office Coordinator / Receptionist / EMS Rep** July 2015 – February 2021

I operated as a member of the Corporate Facilities department serving the staff of Places for People as well as its customers to provide services necessary for the effective running of the local Bristol office.

- Successfully navigated three ISO certification site audits by demonstrating a commitment to creating a more environmentally friendly workplace. This was achieved through diligent record keeping and innovative initiatives.
- Authored several key standard operating procedures used company-wide to establish consistent methods for tasks such as cleaning, first aid and facilities management in line with government advice during the COVID-19 pandemic.
- Successfully facilitated relocation of the Bristol branch following release of the first Covid-19 lockdown by establishing safe systems of work, overseeing contractor works, liaising with landlords and managing staff and resources.

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## Education, Training & Skills

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Full Clean UK Driving Licence and Passport

ScreenSkills: Coronavirus basic awareness on production training

December 2021

South Gloucestershire and Stroud College: Digital Art

December 2020

FAA Level 3 Emergency first aid at work & AED

February 2021

Fire Warden & Roll Call Coordinator

October 2017

The University Of Nottingham: MSc Physics – 2-1

September 2010 – June 2014

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## Hobbies & Interests

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I enjoy activities such as snowboarding, skiing and ice skating as well as sailing, surfing and rifle shooting. I like to travel abroad and take part in more extreme activities like parachuting, bungee jumping, kayaking and quad biking. At heart I'm a serious nerd with a love of most pop culture media including video games and anime and I'm familiar with the use of media editing software including Photoshop, Premier Pro, Illustrator, DaVinci Resolve, Final Cut, AVID.

I consent to my information being kept on file and passed on for employment purposes