

## Personal Statement:

A reliable and adaptable worker with experience of working in busy and demanding environments. As well as being creative, I am a great communicator, friendly, organised, responsible, and I always strive to solve problems. I am eager to learn and want to enhance my existing skills to develop a career in Production Management.

## Production Experience:

**Waterloo Road - Warner Bros. Television Studios/BBC - APOC** (Nov 2023 - Current)

Line Producer: Sam Ferguson // Michelle Brown.

Production Manager: Liv Taylor // Georgina Brett.

**Odd Squad UK Series 4 - BBC Children's - Production Secretary** (June 2023 - Nov 2023)

Line Producer: Danny Iacovou.

Production Manager: Liv Taylor.

**Waterloo Road - Warner Bros. Television Studios/BBC - Production Secretary** (Nov 2022 - Apr 2023)

Line Producer: Richard Everiss.

Production Manager: Laura Trigg.

**Significant Other - Quay Street Productions/ITV - Production Secretary** (July 2022 - Nov 2022)

Line Producer: Debs Coombes.

Production Manager: Donna Henshaw.

**Princess Mirror-Belle 2 - BBC Children's - Production Secretary** (March 2022 - July 2022)

Line Producer: Sue Howes.

Production Coordinator: Esther Newman.

## Other Unscripted Credits:

Saturday Mash Up! LIVE | Quizness | Sport Relief | BGT

More information available on request.

## Key Skills:

- Assisting with Crew Bookings and Cast/Stunt Contracts.
- Child Licensing and keeping schools informed of all absences.
- Sourcing and booking Private Doctors, BSL Monitors and BSL Interpreters.
- Distributing and checking callsheets, memos, script amendments, schedules, etc.
- Clearing props, set dressing, costumes, license plates, locations, sculptures, scripts and more.
- Liaising with legal advisors, neg-checkers and multiple departments for all clearance queries.
- Managing the signature of all Risk Assessments.
- Planning read-throughs, psych tests and various production meetings whilst managing the prep diary.
- Diary management, setting up online meetings and sending out invitations.
- Organising paperwork, e.g. Materials Release Forms, NDA's, Statements of Health, Drivers' Declarations, Fitness to Participates, etc.
- Progress Reports.
- Managing the Cast Availability Calendar, cast holiday requests, Cast Per Diems & Invoices.
- Drop days for cast members on 75% contracts.
- Large-scale, national & international cast and crew travel (including location shoots) - working to ever-changing schedules.
- Ordering consumables, managing hire vehicles and overseeing fuel deliveries.
- Assisting with post production paperwork and Albert.

## Other Skills:

- Distribution - POP and Setkeeper.
- Full, clean UK driver's license.
- EzyPO & DPO.
- Photoshop and Premier Pro.
- Access to own vehicle.
- Proficient in Office 365.

## Education:

**MA Production Management for TV, Film and Digital Media. Distinction** - The University of Salford.

**BA Film Production. First Class Honours** - The University of Salford.