

Fiona Georgiou Hunt

Production Secretary

Location: Leeds (Based in Harrogate)

07735 543 474

fiona@aitchco.co.uk

Full clean driver's license (own car with business insurance)

Available from beginning of June,2022.

Intro Section

I have just completed the Regional Production Secretary Course and looking to career change to TV from a career in marketing ,events & content creation for media agencies, high profile brands and arts companies.

Industry Training

Regional Production Secretary Training – Screen Skills/The Call Sheet Feb 2022

-Trained with Imogen Gay. Eligible for one of 20 placements of £6k

Masters of Screenwriting- Falmouth University – 2020- 2022- Final Draft skills

Work Experience

AitchCo – Marketing & Production

June 2020-present

Transferable skills: project management, budgeting, event organising, script preparation, planning

MediaCom-(major media and advertising agency.)

Head of Marketing & Content

Jan 2017- Jun 2020

Transferable skills: project management, budgeting, event organising, script preparation, purchasing, contracts

Mahlab Content agency

Head of Marketing & Strategy

May 2011- 2016

Transferable skills: planning, project management, budgeting, event organising, contracts,

Google

Industry Lead

Jan 2010- 2011

Transferable skills: large scale event organising, communication planning, contracts, budgets

Theatre Production Roles

Pre 2010

Phantom of The Opera, Theatre Royal

Miss Saigon, Capital Theatre

Les Misérables, Theatre Royal

Crazy for you, Theatre Royal

Transferable skills: logistics, call sheets, props, lighting, stage management, bump in/out, events

This CV may be kept on file and distributed for employment purposes.