

# NADIA DENDANI

## CV

Based: Belfast, Northern Ireland

Email: [nadia.dendani0@gmail.com](mailto:nadia.dendani0@gmail.com)

Tel: + 44 (0) 7599 861529

Full Clean UK Driving Licence (Own car with Business Insurance)

---

### PERSONAL STATEMENT

Experienced in the Production Department as a Production Secretary. Currently training with Screenskills towards stepping up to Production Co-ordinator, with the long-term goal to become a Line Producer.

---

### CREDITS/WORK EXPERIENCE

PROD SECRETARY | THE LOVERS | DRAMA REPUBLIC (SKY) - 2022  
PROD SECRETARY | MOY PARK COMMERCIAL | MERLIN PRODUCTIONS - 2022  
PROD SECRETARY | PSNI COMMERCIAL | MERLIN PRODUCTIONS - 2022  
PROD SECRETARY | TOURISM NI COMMERCIAL | MERLIN PRODUCTIONS - 2022  
PROD SECRETARY | STUCK | HAT TRICK PRODUCTIONS (BBC) - 2021  
PROD ASSISTANT | TED'S TOP TEN | ZODIAK KIDS (CITV) – 2021  
RUNNER | THE MAKING OF US | CLEARSTORY (BBC TWO) – 2021  
FLOOR RUNNER | BBC COMEDY AWARDS | PHIL MCINTYRE ENTERTAINMENT - 2021  
FLOOR RUNNER | LANDMARK | STV/PRIMAL (SKY ARTS) – 2021  
DEVELOPMENT RESEARCHER | STELLIFY MEDIA – 2019  
RESEARCHER | ALLEYCATS TV – 2018  
FLOOR RUNNER | THE POPE & I | ALLEYCATS TV (BBC) – 2018  
RUNNER | NORTHERN IRELAND BUSINESS AWARDS – 2015  
RUNNER | NORTHERN IRELAND SPORTS AWARDS – 2015

---

### SKILLS & ACHIEVEMENTS

BA Honours Media Production | University of Salford | May 2021 (1:1)  
Screenskills Step Up Production Co-Ordinator 2022

- Shooting Schedules • Call sheets • Risk Assessments • Unit Lists
- Production Diaries • Travel Bookings • Transport Bookings • Sides • Scripts
- Clearances • PO & Invoicing • TMO'S • Microsoft Office • Avid • DaVinci Resolve • Admin
- Photocopying • Printing • Adobe

---

### REFERENCES

Rebecca Hogg • Production Coordinator • Tel: + 44 (0) 7707 678 116  
Lucy McCutcheon • Production Manager • Tel: + 44 (0) 7912 120 101