

# Elissa Cooper

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In possession of a car with a full, clean UK driving license

Driven, resourceful and adaptable Location Marshall and Production Assistant with 4 years experience in the industry and 6 months experience in HETV and Film. I am passionate about locations and I bring strong problem-solving skills, logistical expertise and a proactive approach to on-set operations. I thrive in fast-paced environments, I work quickly and intuitively while maintaining a strong attention to detail. With a passion for sustainability, I am committed to integrating eco-conscious practices into my work. I am eager to continue to grow whilst contributing to high-quality storytelling.

## EXPERIENCE (FILM & TV)

### Location Marshall— ‘Tin Man’

Calcutta Prod./ ALM: Haz Stovold/ Feb - March 2025

- Supported the prep, shooting and strike of a location over 3 weeks.
- Assisted in the equipment supply drop and collection, ensuring all items were accounted for
- Worked closely with the Unit team to coordinate with the on-site electricians

### Location Marshall— ‘Criminal Record S2’

STV Studios/ Location Manager: Chris Hankey/ Jan 2025 - Jan 2025

- Ensuring the health and safety of cast, crew and pedestrians
- Preparing the location for filming e.g. setting up lighting, heating and protective equipment
- Intuitively supporting the other departments and responding promptly to requests.

### Production Trainee— ‘Switzerland’

Lunar Pictures/ Production Co-ordinator: Hannah Sherwood/ Jan 2025 - Jan 2025

- Updated, filed and distributed production paperwork
- Created, managed and amended purchase orders
- Arranged and organised car services, accommodation and flights for cast and crew
- Handled office logistics, including equipment hire, mail distribution and supply management.

### Production Assistant— ‘Treasures of Exile’

Diplodocus LLC / Producer: Victor Ilyukhin / Oct 2024 - Oct 2024

- Supported the crew’s needs on set and provided technical support for the sound and camera department.
- Looked after on-screen talent and provided support to maintain their welfare and readiness.
- Handled off-set logistics such as organising catering, managing car services, transporting equipment and crew, backing up recorded media and tracking the production schedule.

### Location Marshall— ‘The Witness’

STV Studios / Location Manager: Ollie Bradbury / Sep 2024 - Oct 2024

- Organising, packing and unpacking locations equipment on the Luton van
- Preparing and cleaning the location
- Protecting the set, equipment, cast and crew e.g. laying protective flooring, assembling EZ-ups and providing heating
- Distributing and managing location radios

South West based  
Location Marshall &  
Production Assistant

## SKILLS

Microsoft Excel

Problem-Solving

Organisation &  
Logistics

Record & Finance  
Management

Data Wrangling

Budgeting

Scheduling

Content Management

Research

Client Care

Enhanced DBS

## TRAINING

**Introduction to sustainability for the screen industries — Screen Skills**

March 2025

**Location Management Training — All Spring Media**

Feb 2025

## EDUCATION

**MA Immersive — Liverpool John Moores University**

SEPT 2020 - SEPT 2021

With Distinction

## **Location Marshall— ‘Citadel S2’**

Bastion Productions Ltd. / Location Manager: Sam Pickering / Sep 2024 - Sep 2024

- Locked and secured any traffic and public as part of a 50 point lock off in central London
- Liaised with local businesses/residents to ensure they were protected from any hazards and didn't interrupt filming on a set with multiple cameras in play, high-speed driving stunts and replica guns.

## **Location Marshall— ‘The Last Disturbance of Madeline Hynde’**

Nuncle Films Ltd. / Supervising Location Manager: Tom Mellish. / Sep 2024 - Sep 2024

- Managed access to filming locations and acted as a liaison between the location dpt and other crew members to effectively convey any changes or issues.
- Facilitated efficient parking, vehicle movements, and equipment setup.
- Ensured compliance with health and safety regulations.

## **Floor PA — Hatch**

AUG 2021 - OCT 2021

- Supported the production of a Virtual Reality short film.
- Responsible for equipment preparation, coordination of talent and lockups.
- Represented Hatch at the 2021 United Nations Climate Change Conference.

## **Floor PA— Centre for Architecture and the Visual Arts**

JULY 2021 - JULY 2021

- Supported the production of a short film as part of the Liverpool Canning Dock Competition 2021.
- Assisted the casting process and coordinated between the actors & production staff.
- Responded to the needs of the crew and ensured the set ran smoothly.

## **Assistant Director — Gazoooky Studios**

APRIL 2021 - SEPT 2021

- Supported the development of an immersive multi-media production.
- Supported casting, planned the filming schedule, assisted with the script breakdown, scouted locations, facilitated production meetings, assisted and coordinated with other departments, organised catering and tracked the daily progress.

## **BA Hons Acting — Liverpool Institute for Performing Arts**

SEPT 2017 - AUG 2020

With Class II Division I