

Production Secretary

Profile: Detail-oriented administrator and secretary with experience in bookings, rights documentation, licensing and document management. Highly organised and confident handling large volumes of data, maintaining accurate records and supporting teams in fast-paced environments. Strong analytical and problem-solving skills with a proactive approach to managing multiple priorities, and a keen interest in contracts, logistics and performance licenses.

Skills: Scheduling | Call Sheet Preparation | Maintaining Documents | Data Entry | Office Logistics | Production Compliance | Contracts | GDPR | Legal Checks | Background Checks | Fact-Checking | Transcribing | Live Footage Logging

Software: Microsoft Office | SharePoint | Google Workspace | Final Draft | AirTable | Tableau | LexisNexis | Adobe Acrobat | PMI | Team Engine | ShotPut Pro | Timecode+ | Soundmouse | Trint.

Professional Credit

DIT

Mar 2026 - Apr 2026

The Garden | London

- Backed up and organised rushes on location, maintaining accurate file naming conventions and up-to-date logs.
- Ensured secure handling and transportation of drives, supporting the safe movement of production data.

Researcher (Office Coordinator)

Jul 2025 - Dec 2025

Candour Productions | Newcastle and Leeds

- Maintained up-to-date production logs, tracking assets, paperwork, and contributor information for multiple departments.
- Supported day-to-day operations of the production office, including booking resources, managing supplies, and maintaining an organised workspace.
- Provided teams with clear and reliable information to support approvals, paperwork, and production decision-making

Researcher (Data Wrangler)

Apr 2025 - Jul 2025

Raw Cut Television | Birmingham

- Tracked and updated production paperwork, ensuring records remained accurate across multiple teams and stories.
- Served as a primary office point of contact, responding to production enquiries and supporting on ground teams with filming.
- Maintained production files and footage, ensuring consistent file naming for easy access by the production and edit teams.

Logger/Runner

Oct 2024 - Jan 2025

Talkback Thames | Blackpool

- Escorted talent including large groups and children to filming locations, ensuring clear communication.
- Supported the production team by checking in talent and their families, ensuring all rights documentation was complete.
- Kept detailed production logs and reference notes from recorded material, highlighting key dialogue and moments

Cashier

Apr 2024 - Oct 2024

Grace (Series 5 - Scripted TV) | ITV | Brighton

- Kept accurate records of production expenses, crew expenditure, receipts and petty cash floats.
- Responded to crew enquiries by coordinating with internal and external departments to resolve issues efficiently.
- Assisted production by opening and closing accounts, alongside, finalising petty cash budget at the end of a production.

Junior Researcher (Researcher - from Nov 2023)

Dec 2022 - Mar 2024

Police Interceptors (Series 22-24 - Unscripted TV) | Raw Cut Television | London

- Maintained detailed records, contributor details, and supporting documentation to ensure accuracy and accessibility.
- Managed sensitive production materials and requests, ensuring files were correctly logged, stored, and tracked.
- Prepared clear production reference notes, including timecodes and content summaries, to support internal reviews.
- Liaised with internal departments and external content teams to coordinate required checks.

Training

Fire Marshal | St John's Ambulance | Feb 2026 to Feb 2029

Production Coordinator Skills Bootcamp | All Spring Media | Mar 2026

PART Child Licensing & Safeguarding | City & Guilds | Mar 2025

The Mark Milsome Foundation - Film and TV Online Safety Passport Course | ProTrainings | Apr 2025 to 2030