

Freya Souter

Tel: 07403444553

Production Secretary

Email: Freyasouter00@gmail.com

Relevant Experience

Production Management Assistant

BBC Casualty, April 2023 – December 2024

Line Producer – Rachel Slater

Production Manager – Iolo Rhisiart

Other Experience

Transport Coordinator/Receptionist

Bennett's Coaches (paired with National Express)

December 2021 – October 2022

Barista/Craft Services

Coffi Pass (during Sex Education S4 and Wonka)

September 2022 – May 2023

Retail Assistant

Oliver Bonas

November 2019 – October 2022

Education

BA (Hons) Film

University of South Wales

September 2018 – June 2021

A Levels

Cirencester College

September 2016 – June 2018

References available on request

Relevant Skills and Qualifications

- Full Clean UK Drivers License And Own Car
- Progress Reports
- Sending and Printing Callsheets and Sides
- Tracking and Ordering Consumables
- Purchase Orders
- Distribution Prep and Shoot Schedules
- Car, Van and Specialist Vehicle Hire
- Minibus and Coach Bookings
- Pulling Sides
- Radio Hire
- Movement Orders
- Drivers Declarations