

# CHARLOTTE TETLOW-BURCH

ASSISTANT PRODUCTION COORDINATOR /  
PRODUCTION SECRETARY

## KEY DETAILS

- 07758 616 669
- charlottetetlowburch@gmail.com
- London, North West
- Full clean UK driving licence (over 25) & own car

## SUMMARY

Resourceful and motivated production team member, looking to build a career within the industry. With a background in people and project management as well as client services from my previous career in finance, seeking opportunities to go the extra mile and support the production in any way that I can, whilst building my own experience.

## SKILLS

- Cast & crew travel coordination, booking and logistics
- Expense oversight, tracking & reconciliation
- Project & people management
- Child actor permits and scheduling
- Talent escort
- Call sheet & sides creation
- Production schedule creation and coordination
- Script breakdowns
- Casting advice notices and agent communication
- SA breakdowns and oversight
- Location management support including firearms permits
- Script Editing
- French & German (Intermediate)

## REFERENCES

### NADIA JAYNES

Producer & CEO Little Monk Pictures  
nadia@littlemonkpictures.co.uk

### FALLON WESTLAKE

Director / F-West Films  
fallon.westlake@gmail.com

## PRODUCTION EXPERIENCE

### PRODUCER

Brick (short) | FEB 2025 - PRESENT  
*Independent / Leah Stone*

- Director: Leah Stone

### ASSISTANT PRODUCTION COORDINATOR / PRODUCTION SECRETARY

APNAS (feature) | SEP - NOV 2024  
*APNAS Ltd*

- Producer: Nadia Jaynes
- Directors: Ashley Chin, Darren R L Gordon
- 1st AD: Sarah Palmer

### PRODUCTION ASSISTANT

Supercars of Wakey | JUL 2024  
*Production Park Ltd*

- Producer: Nadia Jaynes, Katherine Kelly, Tony Pitts
- Director: Tony Pitts
- 1st AD: Paul Tighe

### PRODUCTION ASSISTANT

Flesh (short) | JUN 2024  
*Independent / Flesh Production*

- Producer: Suzanna Forsythe
- Director: Eman Diab

### PRODUCTION ASSISTANT

The Vanishing Act (short) | APR - JUL 2024  
*Independent / F-West Films*

- Producer: Suzanne Kinghorn
- Director: Fallon Westlake

## PROFESSIONAL EXPERIENCE (OTHER)

### SENIOR VICE PRESIDENT / PRIVACY & DATA GOVERNANCE

AUG 2022 - FEB 2025

BNY

- Communication of governance and oversight for Privacy across the organisation.
- Coordination and development of projects with multiple complex deliverables identifying solutions for issues and managing delivery to strict deadlines.
- Identifying and overseeing resolution of regulatory findings, managing communication both within the business and with external counterparties (auditors, vendors, clients)
- Co-Lead of site Leadership team developing and implementing strategy, supporting local staff and presenting on behalf of the business at external events

### SENIOR VICE PRESIDENT / BUSINESS & CHANGE MANAGEMENT - CLIENT ONBOARDING

AUG 2015 - AUG 2022

BNY

- Creation and management of global change team
- Development and implementation of business & change strategy impacting a group of 300+ staff
- Managing a team of 25 across the US, EMEA & APAC
- Communication with stakeholders at various levels of seniority to triage, agree deliverables and provide project updates
- Identify urgent solutions to critical issues as a result of market developments (e.g. Russian Financial Sanctions), coordinating global response and managing communication and feedback within the firm.
- Managing group resource and budgets
- Simplify complex business practices into common standards.

### VICE PRESIDENT / MANAGER - CLIENT ONBOARDING

JUL 2010 - AUG 2015

BNY

- Manager of team of 8 responsible for client relationships.
- Oversight of client projects ensuring timely delivery, prioritisation and problem solving as needed
- Primary contact for escalation and resolution of client issues
- Onboarding representative for client sales pitches & due diligence visits
- Coordination of competing priorities and project tracking

## TRAINING & EDUCATION

### NFTS

Introduction to Script Editing  
Feb 2025

### MANCHESTER METROPOLITAN UNIVERSITY

French & German BA (hons)  
2005-2010

## GDPR STATEMENT

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