

Reese Martyn Harris

Production Secretary & Assistant

Available Bases: North-East, North-West, London	Driving: Full UK Licence, Business Insurance, 5 Door Car
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(+44) 0 7860 223 778	LinkedIn	Rmhone2357@gmail.com
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I'm a proactive and reliable Production Secretary & Production Assistant, building my career in production with enthusiasm and a people-first approach. Known for my calm, can-do attitude and strong organisational skills, I quickly build positive relationships both with cast and crew and contribute to an overall supportive team culture. With experience across a range of scripted projects and a pre industry background in high-end front-of-house roles, I bring clear communication, adaptability, and a readiness to get stuck in wherever I can add value.

INDUSTRY CREDITS		
Production Company / Role	Dates	Information and Contacts
LONESOME PINE PRODUCTIONS CHANNEL 5 Production Secretary	15 th Aug – 23 rd Oct 25 <i>(10 weeks)</i>	HETV Drama: The Family Secret PC: Dan Shepperson PM: Lynsey Palmer LP: Karen Taylor
BBC STUDIOS BBC Trainee Production Secretary	22 nd May – 14 th Aug 25 <i>(12 weeks)</i>	Children's Drama: The Dumping Ground S14 PC: Olivia Myrtle JPM: Jill Clark LP: Judith Travis
TRUE MOON PICTURES Production Secretary (In House)	9 th June 25 + <i>(ongoing)</i>	In House Role <i>(Part Time)</i> Producer: Carley Armstrong
QUAYSTREET PRODUCTIONS NETFLIX Production Assistant (Second Unit)	18 th May 25 <i>(1 day)</i>	HETV Drama: Run Away PC: Keely Milovsorov PM: Rachel Vipond LP: Leslie Cruickshank
HOT OLIVES PRODUCTIONS LTD TBC Production Assistant (Dailies)	16 th May 25 <i>(1 day)</i>	HETV Drama: Small Prophets PC: Anna McNamara PM: Ashley Scott LP: Louise Lyons
THE MIDNIGHT CLUB ADIDAS Production Assistant	30 th April, - 21 st May 25 <i>(4 days)</i>	Commercial: Adidas X Newcastle United PC: Molly Armer PM: Rachel Bashford
BRASSIC GOLD LTD SKY ONE Rushes Runner (Dailies)	May 2 nd 25 <i>(1 day)</i>	HETV Drama: Brassic Series 7 PC: Louise Froggatt PM: Adam Pursey LP: Anna Jurek
MONKEY KINGDOM HAYU Runner / Driver	28 th – 30 th April 25 <i>(3 days)</i>	Reality TV Show: Real Housewives of London PC: Greg Watson PM: Lottie McGann
HOUSE54 INDY FILM Runner / Driver (Dailies)	18 th April 25 <i>(1 day)</i>	Feature Film: Choke Hold Producer: Daniel Patrick Vaughan
LONESOME PINE CHANNEL 5 Trainee Production Secretary	16 th – 17 th April 25 <i>(2 days)</i>	HETV Drama: Family Secrets PC: Jojo Key PM: Lynsey Palmer LP: Sarah Howie
NAKED TV BBC Runner / Driver	29 th Mar–10 th April 25 <i>(5 days)</i>	TV Documentary Series: Railways 200 (WT) PC: Phil Hunt PM: Hannah Riesner
TRUE MOON PICTURES PROOF OF CONCEPT Production Secretary	12 th Mar – 28 th Mar 25 <i>(<2 weeks)</i>	BFI Short Film: A Woman of Good Abilities Producer: Carley Armstrong
QUAYSTREET PRODUCTIONS NETFLIX Production Assistant (Prod Sec Cover)	28 th Feb – 14 th Mar 25 <i>(2 weeks)</i>	HETV Drama: Run Away PC: Keely Milovsorov PM: Rachel Vipond LP: Leslie Cruickshank
RINGSIDE PRODUCTIONS NETFLIX Rushes Runner (UK Block)	2 nd Feb – 8 th Feb 25 <i>(1 week)</i>	Feature Film: 10 Dance PC: Lea Dettli PM: Cait Lyn Adamson LP: Dylan Rees
QUAYSTREET PRODUCTIONS NETFLIX Production Assistant (Cover)	27 th Jan – 31 st Jan 25 <i>(1 week)</i>	HETV Drama: Run Away PC: Keely Milovsorov PM: Rachel Vipond LP: Leslie Cruickshank
WOOLF COMEDY PRODUCTION LTD INDY FILM Rushes Runner & Production Assistant (Step Up)	29 th Oct – 13 th Dec 24 <i>(7 weeks)</i>	Feature Film: Virginia Woolf's Night & Day PC: Dan Shepperson PM: Rachel Leahy LP: Richard Johns
BIG TALK STUDIOS ITV Production Runner (Dailies)	25 th Oct & 28 th Oct 24 <i>(4 days)</i>	TV Comedy Series: Transaction PC: Lynsey Palmer PM: Francesca Sardone LP: Sarah Howie
HERA PICTURES ITV Production Runner	10 th June – 11 th Oct 24 <i>(18 weeks)</i>	HETV Drama: I Fought The Law PC: Lynsey Palmer PM: Lynsey Muir LP: Maria Pavlou
SCHWARTZ PATRICK MEDIA GERMAN TV DOC Production Assistant	10 th Mar – 3 rd June 24 <i>(13 weeks)</i>	TV Documentary: North East Coastal Gems Producer: Benjamin Ryan Schwartz
ITV VERA LTD ITV Floor Runner (Dailies)	16 th Aug & 4 th Sep 23 <i>(2 days)</i>	HETV Drama: VERA 1 st AD: Graham Jackson 2 nd AD: Cat Kinson

AWARDS		
Producer - Regional Royal Television Society Award	2025 (North-East & Borders)	Student Entertainment & Comedy Drama

Continued overleaf

INDUSTRY SPECIFIC TRAINING

Introduction to the role of Production Coordinator	19 th - 23 rd Nov 24	National Film & Television School - one week course
Bullying and Harassment in the workplace	11 th July 24	Screen Skills online course
ALBERT Sustainable Production Workshop	5 th June 24	BAFTA / ALBERT online course
Adult mental health awareness course	11 th May 24	MHFA England (half day)
Fulwell 73 Summer Mentorship	24 th July - 29 th Sep 23	Part of Winning Project 2023
BA Film Production – Undergraduate Degree	2021 - 2024	Distinction – First Class Honours (Sunderland Uni)

SKILLS, EXPERIENCE & RELEVANT INFORMATION

Proficient in Microsoft Office (especially excel)	Set Keeper distribution software	Travel & Accommodation booking & logging
Working with children & vulnerable adults	Final Draft script amendments	Setting up accounts (Taxis, Fuel, Trains etc)
Experience with setting up & striking office	TMOs and clear communication RE travel	Problem solving point of contact regarding travel
Purchase orders	Assisting with clearances	Daily progress reports
Pulling / printing sides	Expenses reconciliation	BBC in house systems and processes
Action vehicle insurance documents	ALBERT+ certified	Full Enhanced DBS Certificate
Trained first aider	Fire Marshall	Knowledge of chaperones and child licences

GDPR NOTICE: This CV may be kept on file for employment purposes.