

# Amelia Cox

Production Secretary

LEICESTER/LEEDS

ameliacox10@hotmail.com



## EXPERIENCE

Position	Project & Company	Contacts	Date
Production Secretary	Jamie Johnson FC (CBBC/Short Form Film)	Producer Line Producer Prod Coordinator Anita Burgess Tom Tucker Lauren Taverner	May - September 2022
3 <sup>rd</sup> AD (Dailies)	Starve Acre (BBC/BFI)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Ursula Haworth Michael Searle	April - May 2022
3 <sup>rd</sup> AD (Dailies)	All Creatures Great & Small S3 (Channel 5)	Line Producer 1 <sup>st</sup> AD 2 <sup>nd</sup> AD Phillipa Cole Gareth Williams Chris Marshall	April - May 2022
3 <sup>rd</sup> AD	Blue Jean (BFI)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Jamie Hamer La'Toyah McDonald	February - March 2022
3 <sup>rd</sup> AD	Lord of Misrule (Riverstone Pictures)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Jamie Hamer JJ McCullough	October - December 2021
3 <sup>rd</sup> AD (Dailies)	The Confessions of Frannie Langton (BBC)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Catherine Kinson Chris Marshall	September 2021
3 <sup>rd</sup> AD (Dailies)	Red Rose (BBC)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Simon Dale Danni Blaise Taylor	September - October 2021
3 <sup>rd</sup> AD (Dailies-2 <sup>nd</sup> Unit)	The Rising (Sky Series)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Jamie Hamer Dominic Threlfall	September 2021
3 <sup>rd</sup> AD	Hullraisers (Channel 4)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Additional 2 <sup>nd</sup> AD Angharad Batten Paul Tighe Jo Matthews	July - August 2021
3 <sup>rd</sup> AD	Gentleman Jack S2 Summer Shoot (BBC)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Dave Mack Helen Fraser	June - July 2021
3 <sup>rd</sup> AD	The Railway Children Return (StudioCanal UK)	Production Manager 1 <sup>st</sup> AD 2 <sup>nd</sup> AD Rob Yeomans Jon Eckersley Chris Marshall	May - June 2021
Crowd Runner (Dailies)	Stay Close (Netflix)	1 <sup>st</sup> AD Simon Turner	April 2021
Floor Runner	Zero Chill-Additional Photography (Netflix/Lime Pictures)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Danni Blaise Taylor Jamie Hetherington	January 2021
Floor Runner	Gentleman Jack S2 (BBC/Lookout Point)	Production Manager 1 <sup>st</sup> AD's 2 <sup>nd</sup> AD Additional 2 <sup>nd</sup> AD Dave Mack Nathan Jukes, Geraint Havard, Robyn Henderson Chris Marshall Kate Powis	November 2020 - April 2021
Set PA (Dailies)	The Witcher S2 (Netflix)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Crowd 2 <sup>nd</sup> AD Stewart Hamilton Christian Otty Vanluke Watson	October 2020
Production Runner	Fortune Favours-Ed Cosens (Music Video)	Producer Director Sarah Palmer Dan Thorburn	October 2020
Production Runner	Visit Britain- Short Breaks (Commercial)	1 <sup>st</sup> AD Production Manager James Amos Laura Duffy	September 2020
Floor Runner	Everybody's Talking About Jaimie-Additional Photography (Warp Films)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Crowd 2 <sup>nd</sup> AD Neil Wallace Helen Fraser Laura Hulmes	August 2020
Crowd PA (Dailies)	Cinderella (Sony/CP Film Productions)	1 <sup>st</sup> AD Floor 2 <sup>nd</sup> AD Crowd 2 <sup>nd</sup> AD Alex Oakley Tom Turner Michael Michael	March 2020
Floor & Crowd Runner (Dailies -1 <sup>st</sup> & 2 <sup>nd</sup> Unit)	Zero Chill (Netflix/Lime Pictures)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Alex Berwick Laura Hulmes	January - March 2020
Floor Runner	Censor (Film4/BFI)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Jeroen Bogaert Paul Morris	September - October 2019
Floor Runner	After Love (The Bureau/BFI/BBC)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Jeroen Bogaert Pedro Rilho	July - August 2019
Crowd Runner (Daily)	Everybody's Talking About Jaimie (Warp Films)	Crowd 2 <sup>nd</sup> AD Rory Broadfoot	June 2019
Floor Runner	The War Below (Vital Pictures)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Ted Mitchell Paul Morris	May - June 2019
Floor Runner (Dailies)	Fisherman's Friends (FRED Films)	1 <sup>st</sup> AD 2 <sup>nd</sup> AD Alice Caronna Chris Marshall	June 2018

## PROFILE

Pleasant passionate individual aspiring to develop further production knowledge as a production secretary.

Additional experience as an AD on and off set has given me many transferable skills and knowledge as a proactive and resourceful team member who's able to work on their own initiative and pay attention to detail.

## KEY SKILLS & TRAINING

- Experience using a variety of software (Setkeeper, Microsoft Word & Excel, Dropbox etc).
- Confident telephone manner.
- Experience booking Transport & Accommodation for cast and crew (local and abroad).
- 1<sup>st</sup> Option Coronavirus basic awareness on production training.
- Full clean drivers licence with own car.
- 1<sup>st</sup> Option Health & Safety Training (PSP Holder 2019-2024).
- ScreenSkills Trainee 2019/2020.
- Excellent written and verbal communication skills.
- DBS Certified.

## EDUCATION

- **Leeds Beckett University-Northern Film School (Sep 2015 – Jun 2018)** 2:1 in BA (Hons) Filmmaking
- **Queen Elizabeth Sixth Form College, Darlington (Sep 2013 – Jun 2015)** A-levels: Film Studies, Music & Mathematics

GDPR statement: This CV may be kept on record and distributed for employment purposes.

References available on Request.