

# Melissa Deacon

**Production Secretary – Bases in the North West and Leeds.** Willing to relocate.

## Contact Information

Melissa Deacon  
07858962828  
meldeacon@hotmail.com

## Available From

January 2023  
(Unavailable 19<sup>th</sup> April – 8<sup>th</sup> May)

## Key Skills

- BRC First Aid Trained
- Proficient on Mac and Windows
  - Happy to WFH or in an office
- Competant on Microsoft Office and Google Suite
- Completed all BBC Mandatory Training
- Competant on BBC Systems
- Cash Handling and Expenses experience
- Full Clean Driving Licence & own car
- COVID working experience

## Software Experience

- Silvermouse
- WeGotPOP
- Moneypenny
  - Albert
- BBC Internal Systems

## References

Available upon request.

## GDPR Statement

I consent to the processing and retainment of the personal data in this CV by anyone who receives this CV for the sole purpose of consideration of my skills and experience for professional opportunities.

## About Me

Hi, I'm Mel! I'm a Production Secretary currently working with the Education and Campaigns team at the BBC. I am looking to reinforce and expand upon my existing skills and knowledge to further develop within scripted television or film. I am keen to explore any new opportunities as a Production Secretary from January 2023.

## Credits

**Production Management Assistant • Education Campaigns Team • BBC**  
*August 2022 – December 2022*

**Production Manager:** Labeena Ishaque Din **Production Coordinator:** Amber Farrant

Responsibilities Include:

- Organising event logistics
- Creating and distribute call sheets
- Sourcing and ordering merchandis
- Experience on Silvermouse with Post Production Paperwork
- Handling contracts and payments
- Contracting Crew
- Being the main point of contact for suppliers
- General admin duties

**Production Management Assistant • CBeebies Presents: The Globe • BBC**  
*June 2022 – August 2022*

**Production Manager:** Sam Milnes **Production Coordinator:** Jessica Taylor

Responsibilities Included:

- Overseeing logistics for rehearsals and as-live recorded theatre performance
- Logging Albert information
- Being the main point of contact for suppliers
- Maintaining up to date cost logs.
- Booking all artist and crew travel and accommodation
- Handling payments for artists and crew
- Contracting Crew
- Building good relationships with artists and agents
- General admin duties

**Production Secretary • UNPX3 • New Pictures**

*March 2022 – June 2022*

**Line Producer:** Alison B Matthews **Production Coordinator:** Bryony Hooper

Responsibilities Included:

- Booking all artist and crew travel and accommodation
- Diary Management
- Use of WeGotPOP and Moneypenny
- Being the main point of contact for suppliers
- Maintaining up to date cost logs
- Handling payments for artists and crew
- Processing Expenses
- Gathering Albert information
- Organising training for crew
- General admin duties

**Production Secretary • Emmerdale • ITV**

*June 2021 – March 2022*

**Production Manager:** Joanna Wilcock **Production Coordinator:** Zenna Barry *et al*

Responsibilities included:

- Booking all artist and crew travel and accommodation
- Covering coordinators duties eg building call sheets and attending recces
- Diary Management and minute taking
- Gathering Albert information
- Managing childrens working hours and tutoring arrangement
- Organising events for cast and crew
- Processing Expenses for artists
- General admin duties

*Continued...*

*June – December 2021*

**Production Assistant • Liverpool Narcos • Blast! Films**

*June – December 2021*

**Production Manager:** Steph Powell **Production Coordinator:** Megan Hughes

**Runner • Operation Ouch • Maverick TV**

*February 2019*

**Production Manager:** Maria French

---

## **Other Employment**

November 2015 – June 2021

**Next Retail • Sales Assistant**

Duties include, running the childrenswear department, admin, cash handling/banking, stock management, team coach, fire warden, staff training, key holder, COVID safety for staff and customers.

September 2019 – March 2020

**Edge Hill University • Casual staff**

Roles have included assisting new students on move in day and assisting employers and Edge Hill staff at the Recruitment Fair.

---