

Bethany Porter

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PROFILE

A professional with interpersonal, cross cultural communication skills through experiences of living and working abroad, with a keen eye for detail. Confident in leading a team, as well as being a valuable team member, who works with confidence and integrity to fulfill any aspect of life.

At present, looking to earn Credits as an **Assistant Production Coordinator or higher.**

INDUSTRY EXPERIENCE

AN Prod.: Jul – Aug 2025 – Asst. Production Coordinator (APOC): **Practical Magic 2 (Feature)** for **WB**
Fifth Season: Sept – Dec 2024 – Asst. Construction Coordinator: **East of Eden (HETV)** for **Netflix (New Zealand)**
DNA Films: April – August 2024 – Asst. Production Coordinator (APOC): **28 Years Later (Feature)** for **Sony**
BBC Studios: May – November 2023 – Production Coordinator: **Sister Boniface (HETV)** for **BBC**
Clerkenwell Films: May 2022 – February 2023 – Production Secretary: **Baby Reindeer (HETV)** for **Netflix**
South Shore Prod.: Feb – April 2022 – Production Secretary: **Cooking With the Stars (Unscripted)** for **ITV**
Ripper Prod. Ltd: Aug – Dec 2021 – Production Assistant: **The Witcher: Blood Origins (HETV)** for **Netflix**
Sister Pictures Ltd: February – June 2021 – Production Assistant: **Landscapers (HETV)** for **Sky and HBO**
Darrall MacQueen Prod.: Dec 2020 – Production Runner: **Lovely Little Farm (Children's TV)** for **Apple TV**

SKILLS

Full UK Driving Licence (with own car) | Fire Marshal (St John's Ambulance) | Mentee on Screenskills Mentoring Programme | Mentee on Screenskills Make a Move Programme | Candidate on Screenskills Step Up to PC Programme | Coronavirus Awareness Training (Screenskills) | Distribution (e.g. Scenechronize, SetKeeper, Prodicle) | H&S Passport Safe Management of Productions (First Option and BIFA) | Purchase Orders (EzyPO, DPO etc.) | Cast (Fittings, Confidential Paperwork, liaising etc.) | Timesheets | Petty Cash and Cash Reconciliation | AAGs and various paperwork | Callsheets | Contracts (Engine) | Equity/PACT Contracts (Cast and Stunts) | Travel and Accommodation (including Visas) | Albert Sustainability | Sides | Vendors (liaising, organising kit) | Wrap (Wrap of Offices, Wrap Party/Gifts, Equipment returns, Deliverables etc.) | International experience – New Zealand

EDUCATION

The National Film and Television School September 2020 – March 2021
Postgraduate Diploma in Production Management for Film and Television.

I – to – I Online TEFL Course August – October 2019
Level 5 TEFL Qualification (240 hours) - 180 hours: included 10 units, focusing on topics such as: English One-to One and online.

University of East Anglia (Semester in University of Newcastle, Australia) September 16 – July 2019
Bachelor of Arts First Class Honours in Film Studies and English Literature
Achieved the highest grade in graduating class for Dissertation; The Imagined Past: Nostalgia and the 1980s in Television and Film – 80%.

REFERENCES

Available upon request

OTHER EXPERIENCE

TEFL Teacher, HKEDU, Hong Kong | Tutor, Explore Learning / EnglishFirst, Online Nov 19 – April 2021
- Gained professional teaching experience in an international work environment/online, and gained leadership skills through leading classes; roles included: planning, preparing and teaching English to students, one-to-one and group tutoring, creating work related games to accompany learning, teaching online, and general office work.