

SHANNON DEVINE

Production Secretary

Mob: 07591623651 · Email: dxvinefilms@gmail.com

South Bedfordshire based. Full clean UK Category B Driving Licence.

A highly motivated member of the Production team who thrives on keeping busy, currently seeking my next scripted Production Secretary role. Enthusiastic, dependable, and eager to face new challenges in a creative environment which facilitates my desire for continual learning.

- Great interpersonal and communication skills stemming from a 10+ year career in health and social care.
- Ability to learn quickly with a hands-on approach and an adaptable, resourceful attitude to problem solving.
- Confident sending, handling, and filing confidential paperwork in a GDPR-compliant manner. Including but not limited to raising crew contracts, creating cast lists, drafting Cast CANS, Special Stips and Equity contracts, NDAs, SDS letters.
- Handling cash/card payments, sourcing products within a budget, and raising purchase orders.
- Team Engine, Docusign, Digital Paper Flow, Set Keeper, Scenechronize, Microsoft Office, Google Suites. Open to learning new software and picking up new skills in every job!

Experience:

Production Secretary – Stepping Up S1 – Roughcut Television – C4 (October 2025 – December 2025)

Line Producer: Elizabeth Norris | Production Manager: Michelle Franklin

Production Secretary – The Capture S3 – HTVP LTD - BBC (January 2025 – August 2025)

Also, Assistant Production Coordinator – 2nd Unit/Episode 6

Line Producer: Nicki Perkins | Production Manager: Kirsty Renton

Responsible Coordinator – Mr Bigstuff S2 – Sky Studios – Sky (September 2024 – January 2025)

Line Producer: Nicki Perkins | Production Manager: Kizzy Dhaliwal

Production Assistant – Mr Bigstuff – Sky Studios – Sky (August 2023 – November 2023)

Also, Interim Production Secretary – Prep

Line Producer: Elizabeth Norris | Junior Production Manager: Sophie Halton

Production & Editorial Assistant (In House) – Sky Studios (October 2022 – October 2023)

Line Manager: Nicola Muldowney | Production Executives: Thomas Dixon, Michelle Welsh

Covid Production Assistant – HIJACK – Pilot Skies Ltd - Apple TV+ (June 2022 – September 2022)

Unit Production Manager: Paul McAneaney | Covid Manager: Ali Morris

Production Runner – Worst House on the Street – Southshore UK - C4 (May 2022)

Production Manager: Cameron Rawson

Production Runner – EMBERS – Mini Productions (January 2022 – February 2022)

Line Producer: Elizabeth Norris | Production Manager: Philippa Crabb

Covid Assistant – Jon and Lucy's Christmas Sleepover – Ranga Bee Productions - C4 (November 2021)

Line Producer: Sara Huxley | Covid Manager: Elizabeth Norris

Floor Runner – Worzel Gummidge S2 – Leopard Pictures - BBC (July 2021 – August 2021)

Line Producer: Sara Huxley | 2nd Assistant Director: Adele Orchard

Training:

Albert Sustainable Production Workshop Certificate (valid until Sept 2026)

Emergency First Aid at Work – British Red Cross (valid until March 2028)

The Mark Milsome Foundation – Film and TV Online Safety Passport Course (valid until Sept 2029)

Level 2 & 3 Safeguarding Adults (issued June 2024)

ScreenSkills: Tackling harassment and bullying at work; safeguarding for all; mental health awareness; disability, access and inclusion, sustainability, DE&I

Alternative Employment:

Event Staff – Upfest Arthouse – Ashridge House (Jul 2024 – Sept 2024)

Disability Support Worker – Direct Payment (Oct 2018 – transferred to bank hours in Sept 2024)

Group Leader - Embrace (formerly Bedford and District Cerebral Palsy Society) (Oct 2013 – Sept 2024)

Education:

1:1 BA (Hons) Film and Television, University of Lincoln (2015 - 2018)

References available upon request

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