

# CELIA D BRANDON



**SECRETARY/APOC**

TEL: 07835355710.

BIRMINGHAM BASED/WILLING TO TRAVEL

EMAIL: celiabrandon392@gmail.com

<https://www.linkedin.com/in/celia-d-brandon-a90882119>

[https://www.imdb.com/name/nm14308437/bio/?ref\\_ext\\_shr\\_innk](https://www.imdb.com/name/nm14308437/bio/?ref_ext_shr_innk)

## Professional Profile.

'A successful Production Secretary with 3+ years' experience within the media industry, gaining knowledge through working in HETV'

As a personable and engaging individual with 20 years of progressive experience in client focused industries, I have used my expertise and transferable skills to successfully transition into production for HETV. An enthusiastic and adaptable TV and film crew professional with experience on a variety of sets. Skilled at record keeping, creating schedules and booking travel and accommodation. Proven track record supporting TV production to run smoothly and efficiently. Flexible to travel and work irregular hours to support productions.

## Core Skills

**NFTS Film Production Co-Ordinator Certified.**

**BBC First Aid and Fire Marshall Certified.**

**TV Production and Teams Engine .**

**Proficient using Set Keeper, Ezyroweb, Google Docs/Sheets systems.**

**Full UK driving licence and business insurance (25+) inc driving vans.**

**Albert and Adgreen Sustainability Trained.**

## Career Summary

### **Production Secretary, Inside Man 7**

**July 2025 – Oct 2025**

Setting up the production office. Booking crew travel and accommodation. Inputting Adgreen sustainability data. Raising PO's. Maintaining accurate records using Google Docs. Managing the prep diary using Google calendar. Monitoring and completing the daily progress and wrap reports. Passport verifications. Promoted to cover the Co-ordinator in absence. Distribution of the sides, call sheet and schedules. Booking action vehicle insurance. Assisting with completing the cast and crew credits list. De-rigging of the production office/facility truck, ensuring the off hire of all hired equipment. Production Mental health support Advocate.

### **Production Assistant, Chameleon, Twist & Shout.**

**May 2025 - June 2025**

### **Production Co-Ordinator, 'Wallflower'.**

**May 2025 - May 2025**

Booking crew. Distributing sides, call sheets and schedules. Monitoring and completing the daily report. Maintaining accurate records via a tracker. Managing paperwork and files via Google Docs. Sourcing various equipment. Distributing crew contracts.

### **Production Assistant/Rushes Runner, 'Father Brown' S12 BBC**

**Apr 2024 - Aug 2024**

Rushes runner/production office administrator with pulling sides, raising equipment orders and inputting Albert data. Assisting the Co-ordinator with additional administration duties. Supporting the AD team.

### **Production Assistant, 'D.I Ray' S2, Hat Trick Productions, BBC1,**

**May 2023 – Aug 2023**

Proficient in pulling sides and call sheets. Passport verifications. Booking cast and crew travel, raising equipment orders. Collating information for Albert Sustainability. Monitoring and completing the daily wrap report. Collating the cast & crew credits. Rushes Runner when required. Additional driver of large vans for camera department. De-rig of the offices, ensuring the off hire of all hired equipment. Supporting the AD team. Co-ordinating with the photographer for BTS.

### **Trainee Production Assistant, 'Man Like Mobeen' S4, Tiger Aspect Productions, BBC3**

**Nov 2022 - Nov 2022**

Completing Albert Sustainability. Credit lists for cast and crew. Job shadowing in aspects such as producer and production coordinator. Checking and distributing scripts. Completing production office call sheets. Handling confidential office information for cast accommodation and crew identity documents. Admin support for the secretary and co-ordinator.

### **Location Assistant, 'Champion', BBC1**

**Jun 2022 – Oct 2022**

Assist with the availability of locations and crew, recording and updating progress to the team. Co-ordinating with all departments to ensure the smooth running of the shoot. Initial organiser and assistant on set and the last person to clean up after wrap. General housekeeping duties during filming. Dealing with field enquires from neighbours and control pedestrian traffic through a shoot. Setting up the rest areas for supporting artists and artists. Hiring and managing daily marshals on set. Delegating tasks to marshals based on the requirements necessary for the shoot.

**Runner Dailies**

BBC - The Hairdresser Mysteries

Knowbe4 USA – ‘Project’

Production Assistant, ‘Chameleon’, Twist & Shout Communications.

BBC - This Town

Apple TV – Silo

Nov 2025 - Nov 2025

Oct 2025 - Oct 2025

Sep 2024 - Sep 2024

Apr 2023 – Apr 2023

Apr 2023 - Apr 2023

**Education**

Birmingham City University - BA (Hons) Media and Communications.

Sept 2014 – Jun 2016

**Professional Development**

ScreenSkills additional learning -

Risk Awareness Safety Training.

Coronavirus basic awareness on production training.

Addressing unconscious bias: Basic awareness in the workplace training.

Introduction to mental health at work training.

Tackling harassment and bullying at work training.

Work well series training.

NSPCC ‘Protecting Children In Entertainment’ Certificate.

**References Available Upon Request**

**GDPR**

**I hereby give consent for my personal data included in the application to be processed for the purposes of the recruitment process.**