

SIAN WOODS

sianwoods@live.co.uk | (+44) 07309717111

Based: Liverpool, Leeds, Hull and London

- Full Clean Driving License (25+)
- In Date Passport
- Own Laptop
- GDPR Trained
- DBS Checked
- Willing to Travel

PERSONAL STATEMENT

I am seeking an entry-level opportunity in a Production Office PA or Base PA roles within scripted HETV. I have a strong interest in production coordination, particularly in organising paperwork and logistics for shoots. This is the area I'm passionate about and progressing within the film and television industry.

EXPERIENCE - INDEPENDENT FEATURE AND SHORTS

August - September 2025	Producer	Old Swan Films: Goodbye for now	Olivia Burns Paul Woodward
2021 - Present.	Producer / Production Assistant	Hounds of the Round Table. Project(s): The Graft , Meat , Disposal , Hannah	Ryan Jones Jamie Roach
March 2025	Assistant Director	First Word Tree Productions: Believe Me (Sizzler for Feature)	Jay Cunningham
November 2021 - March 2022	Line Producer	The Last Exodus (Short Film)	Jon Hill
November 2019-November 2019	Script Supervisor/ Production Assistant	First word Tree Productions: J1S (Feature Film)	Jay Cunningham

EMPLOYMENT

THE VERY GROUP

Payment Negotiator/Customer Arrears Support Team Digital

June 2023 - Present

- Compliance & Attention to detail
- Computer-Based / Fast Typing
- Strong Interpersonal Communication
- Problem Solving & Issue Resolution

ZUT MEDIA

Production Assistant/Junior Editor

April 2022-July 2022

- Creative Collaboration
- Handling Paperwork
- Time Management
- Adaptability to Deadlines

PRIMARK

Supervisor / Retail Assistant

May 2017-August 2021

- Experience in fast-paced environments
- Leadership and Team Coordination
- Organised Schedules
- Handled Sensitive Data

EDUCATION

Staffordshire University | 2017 - 2020 | 1st Class- Bachelor of Arts (Hons), Digital Film and Television Production

The City of Liverpool College | 2014 - 2016 | Merit, Merit, Pass BTEC LEVEL 3 in Creative Media Production

References:

Jay Cunningham (Producer) FIRST WORD TREE	Paul Woodward (Producer) OLD SWAN FILMS
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GDPR: THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES