PHONE 07597984767 **EMAIL** HELENAMAHAMA@HOTMAIL.COM **BASES** HERTS/LDN

I HAVE A FULL UK DRIVING LICENCE AND MY OWN CAR

HÉLÉNA MAHAMA-CHUKWUEKE

PRODUCTION ASSISTANT

PROFILE SUMMARY

I have seven years experience working on-set in fashion and commercials, which has played a large part in solidifying my decision to move career into the production office of Film & TV. Combining my creative thinking and operational focus, I have already had early successes. I have a passion for story-driven content and I am a natural organiser who loves problem-solving. Stepping into a producer role on a short film catalysed my desire to build a career in Film & TV and my overall goal is to support projects from conception to completion while helping diversify the stories and teams behind them.

INDUSTRY TRAINING & SKILLS

DISNEY CREW ACADEMY X NFTS

THE WALT DISNEY STUDIOS, THE NFTS, PINEWOOD STUDIOS
[JAN 2026]

- *Month-long paid training across departments in high end studio & Film/HETV production operations*
- *Sessions ran concurrently at Pinewood Studios and the NFTS*
- *Session contributors included **Sarah Putt, Callum McDougall, Martin Joy, David Cain, Pete Spencer, Kevin Feige** and more*
- *Selected from a highly competitive process*
- *Requested to interview and offered the production office trainee role on an upcoming Disney studio production*

PRODUCTION ASSISTANT SKILLS BOOTCAMP

ALL SPRING MEDIA WITH SKY STUDIOS ELSTREE
[SEP 2025]

- *Month-long industry training in production, paperwork, scheduling, budgeting and production support*
- *Covered best practices including copyright, licensing, legislation and sustainable production*
- *Collaborated on and created a winning group pitch for an original series idea to a mock commissioning panel*

HARD SKILLS

- Mark Milsome foundation Film and TV Online Safety Passport
- Screenskills training modules
- Microsoft Office Suite proficiency (Word, Excel, PowerPoint, Outlook)
- Google workspace proficiency (Docs, Sheets, Slides, Calendar
- Shoot coordination, logistics management, budgeting & scheduling & call sheets (Studio binder)
- Video editing software (imovie, capcut, reels, TikTok, adobe premiere pro [basic])
- Photo editing software (adobe photoshop, lightroom [basic])
- On-set protocol supporting crew and talent, inc. walkies & etiquette
- Financial admin (inc. customer service tasks, self managed tax & invoicing)
- Admin support (inc. e-commerce and content management)
- Content research
- Building presentations, presenting and public speaking
- Script development & writing
- Creating mood boards
- Camera work
- Carnets, copyright, legislation & sustainable practice
- Creative edit support
- Prop, wardrobe & product prep

SOFT SKILLS

- Leading & decision making with empathy & discretion inc. primary carer/assistant duties to a disabled parent
- Problem-solving
- Teamwork
- Organisation
- Interpersonal relationship building
- Communication
- Visual awareness & attention to detail
- Client facing sales

PRODUCTION EXPERIENCE

PRODUCTION OFFICE TRAINEE

MAJOR MOTION PICTURE (NDA) Additional photography
[DATES TBD]

- *Post-Disney Crew Academy, role offered under one of the Disney studios*

PRODUCTION MANAGER

INDEPENDENT SHORT SERIES TRAILER PROJECT
[SEP - OCT 2024]

- *Coordinated a creative team shooting over 2 days, inc. cast and crew to produce a polished promotional trailer*
- *Managed paperwork and logistics including call sheets, scheduling, risk assessments, locating props, and location preparation*
- *Provided creative input supporting the director's vision*
- *Additionally assisted in production design & wardrobe*

WRITER, PRODUCTION COORDINATOR/MANAGER

INDEPENDENT SHORT FILM PROJECT
[FEB - AUG 2024]

- *Wrote and produced a 10-page short film with a 14-person crew and 22 child actors over 3 days on location*
- *Managed pre-production paperwork and logistics including casting, location scouting, contracts, risk assessments, call sheets, scheduling, and catering*
- *Organised set operations & acted as main point of contact for crew, cast, and parents, ensuring smooth communication and safety for all involved*
- *Collaborated with the director in post-production, reviewing edits and providing feedback on cuts, pacing, and narrative*

PROFESSIONAL EXPERIENCE

FASHION MODEL/ACTOR

PREMIER MODEL MANAGEMENT (MA) & INTERNATIONALLY
[JAN 2019 - PRESENT]

- *Collaborated with photographers, stylists, and creative teams on editorial, commercial, and e-commerce shoots*
- *Adaptable and professional on set, translating creative briefs into actionable performance*
- *Maintained punctuality, presentation, and discipline across unpredictable schedules and travel*
- *Detail-oriented with a refined eye for styling, composition, movement, and lighting*
- *Professional and organised e-mail manner & self management inc. diary management and travel coordination*
- *Remote scheduling, dealing with international/multinational teams and clients*
- *Personal finance & tax organisation*

BRA SPECIALIST & SALES ADVISOR

VICTORIA'S SECRET (WESTFIELD STRATFORD, LONDON)
[SEP 2017 - JUNE 2019]

- *Delivered expert customer service, building relationships and offering sensitive & empathetic personalised private guidance during fitting and styling appointments*
- *Consistently exceeded sales targets and earned top commission recognition*

SALES ADVISOR & TILLS LEADER

OASIS FASHION (FLAGSHIP STORE, SOHO, LONDON)
[NOV 2015 - MAY 2017]

- *Assisted customers with styling advice, product queries, and purchases in a high-traffic store*
- *Managed tills and stockroom organisation*
- *Facilitated online order preparation and packing*

SALES ADVISOR

SCHUH (THE MALTINGS, ST ALBANS)
[AUG 2015 - NOV 2015]

- *Supported customers with product selection, personal sizing and styling advice*
- *Operated tills, managed stock, and maintained shop floor standards*

LANGUAGES

- English (fluent)
- French (intermediate)
- Spanish (basic)

EDUCATION

COMPARATIVE LITERATURE & LINGUISTICS

QUEEN MARY UNIVERSITY LONDON [2017 - 2021]

REFERENCES

Available on request

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