



Ambitious and adaptable producer/coordinator with 4 years in the industry. Skilled in managing teams, delegating workflow, and crafting reports and schedules. Strong communicator with excellent research and writing skills, plus proven ability in balancing multiple projects at once. Proficient in screenwriting software, Microsoft Office, Google Workspace, and Adobe Creative Cloud. Eager to contribute to the success of a dynamic team with unique storytelling aspirations.

EDUCATION

Bournemouth University

B.A. (Hons) Media Production, 2:1
2016 – 2019

SKILLS

- Transferable experience across all stages of filmmaking
- Exceptional understanding of the English language, including grammar, spelling, formatting, and structure
- Knowledge and experience with scriptwriting, script editing, and creative writing
- Exceptional communication and interpersonal skills
- Precise attention to detail
- Leadership and team management experience

CREDITS

Rogue Trooper (2025)

Prod. Coordinator, Treehouse Digital

A Merry Royal Christmas (2024)

Assistant Producer, BH_Movies

Played and Betrayed (2024)

Location Manager, BH_Movies

To England, With Love (2024)

Assistant Producer, BH_Movies

Die Before You Die (2024)

Prod. Assistant, White Lantern Film

Christmas in the Cotswolds (2023)

Assistant Producer, BH_Movies

References available upon request.

EXPERIENCE

Production Coordinator

Treehouse Digital, 2025

- Temporary position on an animated feature film using Unreal Engine 5. Providing operational and administrative support across all departments, namely the production, animation, and migration teams.
- Management and scheduling of feedback and creative notes from the producers, director, and editors, and being the communicative bridge between these teams and the artists.
- Management of filing creative notes, paperwork, and renders of shots, including internal quality check where necessary.

Assistant Producer / Development Coordinator

BH_Movies, 2022 – 2024

- Assistant producer of four feature length films. Specialisation in location management, art department, budgeting, catering, and post deliverables such as creating graphics, subtitles and CCSL files, and quality/continuity checks.
- Management of the development of scripts; organising tracking databases, providing script reports and feedback, creating dynamic pitch decks and other supporting documents/materials, liaising with agents, writers, and directors.

Social Media / Event Manager

White Lantern Film / TLS Ideas Studio, 2021 – 2022

- Managed the 2022 Short Sounds Film Festival, which included arranging interesting guest speakers (Rachel Portman, John Roesch, Mark Angus, and Larry Sider), designing the festival programme, scheduling the two days of films, working with local universities, and so much more.
- Managed the social channels for several companies.
- Producer for a YouTube channel ran by TLS.