

LINDA DUAN

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I consent to you keeping my details on file and distributing for employment purposes.

Having worked at Objective Fiction across both the Development and Production teams in scripted, I am confident working in-house and on Productions. I have experience working on productions of different scales, from C4 Comedy Blap *The Pharmacy* (2025) to HETV Drama *Legends* (2026) for SVOD Netflix and I am now looking to specialise and grow in HETV Production Management, positioning myself as Production Secretary or higher. I am also open to roles in Sustainability and the Business side of Television.

SKILLS

- Bilingual: English (Native), Mandarin Chinese (conversational).
- Screenskills Training Passport.
- L3 Emergency First Aid at Work, First Option RAW, Mark Milsome, PACT TV Industry, and Fire Warden Trained.
- Full and clean UK driving license and car.
- Screenskills Training Passport.
- ALBERT sustainable production and editorial training completed.
- Creating TMOs, booking and logging Travel and Accommodation
- IT Skills: Mac and MS Office and Outlook, Sharepoint, Google Workplace, Final Draft, Celtx, Box, Netflix Production Centre, Scenetime, Canva, Adobe incl. Premiere Pro, Adobe Sign, Docusign, Octopus PMI, Midjourney.

SCRIPTED TELEVISION EXPERIENCE

DEVELOPMENT COORDINATOR

2023 - Current

Objective Fiction, Tannadice Pictures (Part of Objective Media Group, All3Media)

- Central to the development team, working with CCO and Heads of Comedy and Drama.
- Updating slate of broadcaster and internally funded scripted developments in Drama and Comedy.
- Liaising with Legal, logging delivery and acceptance dates, updating Options expiry calendar.
- Attending agent meetings and industry events representing the company e.g. BBC Comedy Festival 2025.
- Reading and covering solicited scripts and books from the literary scout and attending story-lining sessions.
- Created successful pitch decks and attended pitches.
- Project led Sharepoint migration.

IN-HOUSE COORDINATOR

LEGENDS

2024 - Current

6x 60" HETV Drama - Tannadice Pictures for Netflix

- Saw the project through from soft prep and HOD search through paperwork delivery stage.
- Issuing initial Deal Memos and start up paperwork for crew.
- Filed and distributed confidential scripts with watermarking, password protecting and expiring links via the Netflix Production Google Workspace and Distribution Centres.
- Onboarding freelance Production team with issuing company policies, training, RTW checks, Sharepoint and email access
- Off-boarded the freelance Production team, chasing and completing outstanding paperwork such as Location, Supporting Artist, and Asset transfer agreements via Docusign.

IN-HOUSE PRODUCTION COORDINATOR

THE GOLD S2

2023 - 2025

6x 60" HETV Drama - Tannadice Pictures for BBC, All3i

- Involved from Soft Prep and HOD search to Delivery and C&C screening.
- Issued highly confidential scripts and documents with watermarking and password protection.
- Onboarding freelance team with issuing company policies, training, RTW checks, Sharepoint and email access.
- Off-boarded the freelance Production team, and submitted final Albert certification.

PRODUCTION COORDINATOR

THE PHARMACY

2024

1 x 10" Comedy Blap - Objective Fiction for C4

- Oversaw the project from C4 Ed Spec, Read-through, Rehearsal, Location and Unit Base Scouting and Hire through to Delivery including Albert Certification.
- Onboarding and issuing Crew Contracts via Adobe Sign.
- Distributing Memos, scripts, Call Sheets, Sides, RAs, policies, wrap reports and mandatory training.

PRODUCTION SECRETARY

GUNDI

2024

1 x 20" - Objective Fiction non-TX Taster for C4

- Looked after the project from Read-through, to Delivery including font and stock footage sourcing and licensing,
- Distributing call sheets, Production Diary, Unit List, Policies, Scripts, Sides and DPR.
- Creating POs and booking Cast Travel and Couriers for Fittings and Shoot via Addison Lee.

FILM & TELEVISION EXPERIENCE

PRODUCTION COORDINATOR

BOB SERVANT SAYS CHEERIO! **2023**
2 x 30" Radio Sitcom - Tannadice Pictures for BBC Radio 4

- Involved through from pre-production, to delivery including cast travel, shoot, delivery.
- Distributing call sheets, Production Diary, Unit List, Policies, Scripts, Sides and DPR.
- Creating POs and booking Cast Travel and Couriers for Fittings and Shoot via Addison Lee.

PRODUCER / DIRECTORS ASSISTANT

THE GOLD S1 **2023 - 2025**
6x 60" HETV Drama - Tannadice Pictures for BBC, Paramount+

- Assisting Producer Charlie Leech, Oscar winning Director Aneil Karia (B1) and Lawrence Gough (B2).
- Script and character breakdowns for Directors, updated with each new script edition.
- Organising and booking long and short term travel and accommodation with and without a travel agent for Directors and Producers.
- Researching and obtaining clearance and licensing for props and artwork.
- Obtaining outstanding paperwork including clearing music licensing, location agreements, stunt and SA contracts.
- Consolidated, reorganised and uploaded deliverables for the Paramount+ through Scenechronize.
- Coordinated signing of final BFI Statutory Declaration and Diversity and Equality sections of the BAFTA Award application.

FESTIVAL LIAISON ASSISTANT

2019
FTA - Beijing International Film Festival

- Responsible for looking after invited guests: Sophie Marceau, Georgianne and Christopher Walken at BIFF 2019.

BUSINESS OPERATIONS MANAGER

2016 - 2019
Valley Moon Consultant Ltd

- Liaising with clients including Cartoon Saloon, MacKinnon and Saunders and Territory Studios for co-production and distribution.
- Attending events both nationally and internationally on behalf of clients, such as Cannes Film Festival Marche Du Film.
- Producing an international shoot in UK and remotely in Toronto for the Chinese Theatrical release of *The Breadwinner*.
- Project leading an English dub of Chinese animation *Foxy*. Casting Voice Actors and working with Max Howard.

CO-CREATOR, PRODUCER, DIRECTOR

10 MINUTES FOR A POUND **2019**
1x 7" Action Comedy short film

- Premiered at Underwire 2019 opening night "Everyday Warrior Women"
- Officially selected for Edinburgh Film Festival 2020

EDUCATION

METFILM SCHOOL

Student Vice President
Member of the Green Committee

MA Producing - DISTINCTION **2020-2021**

ECOLE PHILIPPE GAULIER

2014-2015

REFERENCES

BEN FARRELL (CCO, Objective Fiction)

JANE HARRISON (Production Executive, Objective Fiction)

CONTACT DETAILS AVAILABLE ON REQUEST