

HALEY YATES

PRODUCTION SECRETARY

(+44) 07486861224 haleypy@hotmail.com *North Wales/ North West/London/Bristol*

Clean Driving Licence (25+)

PERSONAL SUMMARY

I am a hard-working, committed production and creative assistant and I am eagerly in pursuit of my next role. I have experience within TV, Film and Theatre Entertainment, in a production and creative, collaborative capacity.

I communicate well within my roles and help create organised and efficient working environments.

I am looking for more experience and learning opportunities, to enable progression in my career and the opportunity to step up.

TV & FILM EXPERIENCE

Production Secretary	The Voice Lifted Entertainment North	March – July 2025
Production Secretary	Bargain Loving Brits in the Sun Red Sauce, Zinc Media	Oct – Nov 2024
Production Secretary	MADFABULOUS Mad Ad Birds Films	July – Sept 2024
Chaperone	Cheaters ITV/Netflix	June 2024
Camera Assistant	NHS Training Documentary Silverfish Films	February 2024
Production Secretary	CatfishUK MTV (Viacom Studios)	May – October 2022
Production Secretary	Saturday Night Takeaway ITV	Sept-April 21/22
Production/Covid Assistant	Come Dine With Me Multistory	May-September 2021
Production/Covid Assistant	My Name Is Leon Tiger Aspect/BBC	Feb–March 2021
Production Runner	Saturday Night Takeaway ITV	Feb-March 2021
Production Assistant	I'm A Celebrity ITV	Sept-Dec 2020

PERFORMANCE & THEATRE EXPERIENCE

Actor	Roleplay	2022/2023/2024
Actor	Pantomime	December 2019
Actor	Pantomime	December 2018
Actor & Collaborator	Pantomime	Nov/Dec 2017
Drama Facilitator	Workshops	2017/2016

OTHER FILM EXPERIENCE

Film Making Workshop Facilitator	The Prince's Trust	March 2024
Hair & Makeup Designer	FIRST SIGNS - Short Film	March 2024
Hair & Makeup Artist	THE TIDE - Short Film	November 2019
Hair & Makeup Artist	HAPPY LITTLE BUNNIES Independent Feature	June 2019
SFX Makeup Artist	BURGLARS - Short Film	February 2019

OTHER EXPERIENCE

AP ASSISTANT	HOMES UNDER THE HAMMER	NOV/DEC 2023
AP ASSISTANT	HOMES UNDER THE HAMMER	NOV 2022
HAIR/MAKEUP DESIGNER	FRIGHTMARE – Live Event	OCT/NOV 2022
HAIR/MAKEUP DESIGNER	FRIGHTMARE – Live Event	OCT/NOV 2019

*Alton Towers Performer/Team Leader 2006 – 2012, Theatre in Education Actor 2012 – 2014, **Travelling Australia 2015, Restaurant Supervisor 2016 – 2018.***

<u>EDUCATION</u> Llandrillo College (2016/2017) Level 3 Media/Theatre/Fashion Hair & Makeup. Blackpool & The Fylde College (2004/2006) HND Musical Theatre – Distinction	<u>INTERESTS</u> Body Art/Body Painting – Hobby & Competitively Volunteer – Local Community and with Cancer Charity, 'Look Good, Feel Great'. Travel
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KEY SKILLS

Email Management Calendar Management Client & Supplier relationships Handling sensitive & confidential data in line with GDPR Proficient with Excel/Google sheets	Credit Card Management Creative Planning Team Leadership Albert training Various ScreenSkills Training Course
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REFERENCES AVAILABLE UPON REQUEST

This CV may be kept on file and distributed for employment purposes