

## CONTACT INFO

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## PERSONAL PROFILE

I am a Production Management Assistant with experience in live programming. During my degree and through work experience I have been able to further develop my communication skills and my ability to work in a high-pressure environment. I am fluent with many computer programs including Microsoft Word and Excel. I am dedicated, determined and have a positive can do attitude, and this is shown through my work.

Outside of work have had an interest for acting and performing since the age of 5. This has also led me to gain my LAMDA acting qualifications all the way up to silver level. This passion is what has led me to choose the degree course that I am studying. I am also a lifelong Liverpool fan, and have held a club membership for over 6 years.

## KEY SKILLS

### - Full Clean Driving License

- Albert Sustainability in Television

- First Aid On Location

- Full DBS Certificate

- BBC Working with Children- Advanced

- Screen Skills Coronavirus basic awareness on production training

- ScreenSkills Tackling harassment & bullying at work

- FA Sudden Cardiac Arrest Training

## EDUCATION HISTORY

-- 2:1 Television Production Management BA Hons- Edge Hill University

## OTHER EXPERIENCE

### D HOLLOWELL & SONS FUNERAL DIRECTORS

#### Administrative Assistant|September 2016- 2023

- Assisting with Diary Management, taking bookings for appointments
- Answering the Phones
- Updating the company website
- Filing shredding and handling confidential documents
- Assisting with the live streaming of funeral services and the setting up of the new technologies (COVID-19 Pandemic)

# Owen Brady

## INDUSTRY EXPERIENCE

### RUNNER

#### IMG NORTH July 2023 - October 2023

##### - BBC Womens World Cup and Channel 4 Rugby Coverage

- Assisting Floor Manager during live studio broadcast
- Meeting and greeting and looking after Talent before during and after the broadcast
- Printing and distributing team lineups
- Finding/Collecting players and coaches for live interviews on site

### PRODUCTION MANAGEMENT ASSISTANT

#### BBC Morning Live February 2023 - March 2023

##### - Working on the films team who produce VT's for the live show

- Setting Up Shoots for Vox Pops
- Processing Expenses
- Liasing with Agents for Talent Travel
- Hiring Kit For shoots

### PRODUCTION MANAGEMENT ASSISTANT

#### BBC Sport May 2022- January 2023

##### Athletics Diamond League 2022 Season

- Creating and distributing call sheets
- Raising payment for talent
- Booking domestic travel
- Smartbook payments for contributors
- Getting filming permits for location shoots
- Liasing with programme editors for crew bookings
- Completing Silvermouse post production paperwork.

##### World Athletics Championships 2022

- Organising both International and domestic travel
- Booking external catering
- Assisting with the running and organisation of the production office in Dock10
- Managing hotel bookings
- Liasing with and arranging meetings with US based OB Supplier
- Processing talent and contributor expenses
- Organising Carnet forms for kit
- Booking couriers for kit

##### London Marathon 2022

- Booking domestic and international Air Travel
- Booking hire cars
- Booking coaches
- Logging all travel for Albert reporting
- Booking and managing hotels across London

##### Match Of The Day JANUARY 23 - MAY 23

##### -Supporting the Production office on TX Day

- Assisting the Production Coordinator distributing scripts
- Printing and distributing team sheets
- Looking after On Screen Talent

### PRODUCTION MANAGEMENT ASSISTANT

#### BBC Children's Commissioning & Acquisitions 0-12 |

#### November 2021- April 2022

- Logging expenses on Concur
- Collating Audience figures
- Booking Hotels and Travel
- Logging Content for delivery
- Organising Online and in person meeting

### RUNNER/PRODUCTION MANAGEMENT ASSISTANT

#### BBC Sport Cricket | July 2021 - September 2021

- I worked as a runner on location for both live broadcasts and pre recorded highlights shows
- Booking travel for talent and crew
  - Assisting Floor Managers during live broadcasts
  - Researching and setting up shoots
  - Booking couriers