

Rory Ellis – Production Secretary

07498 285 373 | r.i.ellis.01@gmail.com | Yorkshire/North West

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- Booking travel and accommodation for cast and crew.
 - Maintaining distro lists, unit lists & cast lists.
 - Organising couriers, hire cars and fuel deliveries.
 - Experience using EP, Production Centre, Team Engine, Set Keeper, Office & Google Drive, Final Draft and Docusign.
 - Albert certification & screenskills training
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The Split Up – Sister/ BBC – Production Secretary Manager: Louise Adamson Coordinator: Qasim Baig	Aug 25 – Present
Girl Troop VS Aliens – Lime Pictures/ CBBC – Production Secretary Manager: Louise Adamson Coordinator: Liam Farnes	May 25 – Aug 25
Pushers – Merman/ Channel 4 – Production Secretary Manager: Louise Adamson Coordinator: Bethany Goode	Sep 24 – Nov 24
Missing You – Quay Street Productions/ Netflix – Production Runner Manager: Louise Adamson Coordinator: Liam Farnes	Dec 23 – Jun 24 (1 week step-up to Secretary)
Sherwood (S2) – House Productions/ BBC – Production Runner Manager: Louise Adamson Coordinator: Liam Farnes	Apr 23 – Oct 23
Boat Story – Two Brothers Pictures/ BBC – Production Runner Manager: Louise Adamson Coordinator: Elle Crow / Liam Farnes	Sep 22 – Mar 23
The Tower (S2) – Mammoth Screen/ ITV – Rushes Runner Manager: Sasha Zakrzewski Coordinator: Elle Crow	Jul 22 – Sep 22
All Creatures Great and Small (S3) – Playground/ C5 - Rushes Runner Manager: Rachel Vipond Coordinator: Elle Crow	Apr 22 – Jul 22
The Courtship – Shine TV/ NBC - Production Runner	Aug 21 – Oct 21
Today at the Great Yorkshire Show – Daisybeck/ C5 - Runner	Jul 21
Shop Smart Save Money – True North/ C5 - Runner	Oct 19

University of Salford – BA (Hons) Television and Radio (Modules in Production Management, TV Drama & Scriptwriting)	Sept 17 – Jul 20
Cranberries Deli – Culinary Staff/ Server	Mar 15 – Sept 20

GDPR: I consent for my CV to be retained and distributed for employment purposes