



NATASHA PHILLIPS


PRODUCTION ASSISTANT/SECRETARY


I give permission for my CV to be kept on file and distributed for employment purposes


 +44 7342638838


 natashaphillips2608@gmail.com

 South England with a base in West Midlands.
Happy to Relocate & Open to International Opportunities

 Full UK Clean Drivers License and own car with business insurance

 Emergency First Aid at Work, certified until October 2027 with British Red Cross

 Fire Marshall Trained

 Screenskills Training Passport 100%

EDUCATION

UNIVERSITY OF BIRMINGHAM

Drama and Theatre Arts BA

2:1 - Upper Division

2020-2023

SOFTWARE SKILLS

- Octopus PMI
- DocuSign
- Box
- BAFTA Albert
- Microsoft Office Suite
- Google Workspace
- SetKeeper

PRODUCTION SKILLS

- Setting up accounts, generating invoices and POs
- Ordering consumables and petty cash handling
- Booking travel and accomodation with TMOs
- Creating contact lists, including full fat unit list, supplier lists and cast grid
- Maintaining full hard copy scripts with up to date script colour amends added

Having coordinated a growing high-profile TV and film studio, I built a strong foundation in production through managing bookings, logistics, and hosting producers and talent on-site. Over the past 7 months, I've developed this further working as a Production Assistant and Rushes Runner across HETV, gaining hands-on experience mainly in the production office, and on set too.

In the production office, I support day-to-day operations including keeping the office stocked of all necessary supplies (paper, water & food), raising purchase orders for invoices, coordinating couriers and occasionally booking travel and accomodation. My role is mainly varied admin to support each member of the production team. In addition to this, on set and on location, I'm responsible for the secure collection and delivery of rushes to our post-production lab.

This combined experience has strengthened my organisational skills, knowledge across all departments, and ability to adapt quickly under pressure and time restraints. Proactive, reliable, and confident supporting across teams, I bring a solid understanding of production and workflows and am looking to continue developing within the production department.

CREDITS

PRODUCTION ASSISTANT - PEAKY BLINDERS S7 - HETV

Kudos / Garrison Drama for BBC and Netflix

October 2025 - July 2026

Line Producer: Phillipa Cole

Production Manager: Rachel Vipond

Production Coordinator: Keely Milovsorov

PRODUCTION COORDINATOR - THE PIGS UNDERNEATH - SHORT

Lowkey Films, Senti Films, Monkeypaw

Productions for Universal and TIFF

March 2025

Line Producer: Jennie Scott

WORK EXPERIENCE

STUDIO COORDINATOR | APRIL 2025 - OCTOBER 2025

Digbeth Loc. Studios for Nebulastar, The Office of Steven Knight

COMMUNITY HOST & PERSONAL ASSISTANT | JANUARY 2024 - APRIL 2025

Digbeth Loc. Studios for TIME + SPACE

BARISTA | 2021 - 2023

Starbucks UK - Birmingham New Street

WAITRESS & RECEPTIONIST | 2018 - 2024

The Pig Hotel - Brockenhurst

References are available upon request