

AMY BROOK

The Old Corn Mill, 347 Radcliffe Road, Crimble, Slaithwaite, Huddersfield, West Yorkshire, HD7 5BN

PERSONAL

Mobile: 07977 583579

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Marital Status: Married

Date of Birth: 06/04/82

Nationality: British

Qualifications: 6 GCSEs

Driving Licence: Full, clean

Car Owner: Yes

Further Education: IPPM (Foundation in Payroll Administration)

Courses: First Aid, Fire Safety, Editing Fundamentals, Documentary Production Management

SKILLS

Management: Vastly experienced PA at Director level, Production Manager and Office Manager. Used to problem solving, working on my own initiative and with colleagues at all levels.

Communication: Excellent interpersonal, written and telephone abilities at all corporate levels

Organisational: Proven track record in Production Management, Office Management, Event Management, Scheduling and HR Rostering

IT: Microsoft Word, Excel, Outlook, Access, Powerpoint, Payroll Administration and Accounts

Administrative: Fully experienced in Credit Control, Sales Ledger, Finance Tracking and Budgets

EXPERIENCE

I have over ten years experience in TV production and Broadcast Media with an in-depth knowledge of all aspects of the production and broadcasting process.

I have scheduled use of edit suites, tracked budgets, checked expenditures, organised film shoots for crews worldwide. I was production assistant on location shoots in the UK, USA, South America, Australia, India and Europe. I obtained permits to film abroad, controlled expenses for shoots, kept records and delivered masters and clearance paperwork to broadcasters

I have extensive dealings with company insurances, leasing office equipment, stationery and consumable stock management/replacement, invoice allocation/processing, organising courses, hiring facilities and equipment, employing freelance staff, making travel/accommodation arrangements, organising company open days/corporate events, diary management, booking car hire, control of fleet vehicles.

Overall, I am a highly organised exceptional administrator who can prioritise workloads in a fast-paced environment and thoroughly enjoy being busy.

CAREER

10/21 – 04/23

Post Production Paperwork Co-ordinator

True To Nature Ltd

I have assisted True To Nature on a part time basis with the post production paperwork for Expedition with Steve Backshall for UKTV, Sharks with Steve Backshall for Sky, Gangs Of Baboons Falls for Sky, One Zoo Three Series Two for CBBC, Dino Club for Sky Kids and OZT Goes Wild in Britain.

Credits include: One Zoo Three Series Two, Dino Club

11/11 – Present

Self Employed

www.postproductionpaperwork.tv

Post Production paperwork completed for various companies including - Tiger Aspect Productions, Fox TV Studio's, Eagle Rock Entertainment, Celador Productions Ltd, Summer Films Ltd, Outline Productions, CNBC and ITN. See website for more details.

Credits include: 89 The Film

10/10 – 10/11 Production & Office Manager Wedding TV Ltd Relocation

Managing the in-house and out of house productions from concept to broadcast. Organising shoots and post production. Office management for an office with 20 staff. Company insurances. Budgets. Overseeing the expenditure for the European channels in Italy and Poland. Organised the relocation of the London office to a new HQ in London and the UK arm in Leamington Spa.

04/09 – 09/10 Office Manager Rural TV Ltd Moved Above

Rural TV launched on March 2nd 2009. I was the first employee of the company and was responsible for numerous aspects of the business. These include – Accounts, payroll, VAT returns, attending events to market the channel, producing LIVE TV shows, general office administration and building up the channels awareness in the UK.

**02/07 – 03/09 Office manager/
PA to Board of Directors Horse & Country TV Moved Above**

HCTV launched on July 2nd 2007. I was responsible for setting up and running the office. I was front of house and dealt with all incoming and outgoing correspondence and visitors. I organised worldwide travel arrangements, leased office equipment and hire cars. I prepared Board papers, agendas and attended Board meetings to take minutes along with extensive varied tasks for the management team. I organised and attended events countrywide to market HCTV with trade stands. I was an assistant on shoots in various locations across the UK. I also co-ordinated all the media to ensure that it was sent to a third party for transmission, on time and in the right format. Coming to the end of my role I was involved in a lot of the commissions and acquisitions for the channel.

Credits include: Various in-house productions/co-productions.

04/06 – 02/07 PA to MD Media Training Masterclasses Moved Above

Producing training proposals, organisation of courses ie, booking of trainers, facilities, kit etc. Attending conferences with exhibition stands, cold calling to obtain sales and also following up sales enquiries. Organisation of company events, ie, Open Day. Arranging worldwide travel arrangements, attending meetings and taking minutes, diary management, various personal and business tasks for the MD as and when required, dealing with incoming and outgoing correspondence, answering telephones, filing and updating clients database.

**01/04 – 03/06 PA to MD/Production Manager Eagle Media Productions Redundancy
(Changed its name from Cromwell Productions)**

Control of budgets, expenses, edit schedules, diary management, company insurances and leasing of office equipment. Delivery of media and relevant paperwork to broadcasters. Managing fleet vehicles, various personal and business tasks for the MD, answering telephones and dealing with incoming and outgoing correspondence, monitoring staff holidays, assisting with staff recruitment.

Credits include: War Women - BBC2, World Class Trains Series 4 – PBS, Taboo – Channel 4

05/03 – 01/04 Sales Administrator Cromwell Productions Promoted

Answering telephones, dealing with enquiries and delivery of sales orders.

05/02 – 05/03 Sales Ledger/Credit Control Clerk Cromwell Productions Promoted

Sales Ledger, credit control, distribution of invoices and statements.

06/01 – 05/02 Payroll Clerk Durr Ltd Moved Above

Two weekly payrolls for 500 employees, inputting data, sending BACS, printing and distribution of reports and payslips, resolving queries with internal and external clients.

05/98 – 06/01 Payroll Clerk Finelist Group Redundancy

Payroll administration, P45's, Tax Codes, Pensions, Court Orders, Starters, Leavers, Increases.