

Leah Bennett
Production Manager
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07724 745 231

I'm a motivated and an enthusiastic hard worker with experience in budgeting from tender right through to delivery. I am exceptionally organised with the ability to work in a pressurised and challenging environment. I have excellent communication skills allowing tasks to be completed with precision and tenacity.

Key responsibilities and skills include:

- **BUDGETING** and managing all financial processes, including cost managers/reports.
 - **SCHEDULING**, organisation and reactive planning as well as workflow analysis
 - **CLIENT** handling and Talent booking / management
 - **PAPERWORK** for insurers, Overseas filming, children licenses, contracts for crew & talent
 - **SHOOT** management in studio and on location (Europe, USA & UAE)
 - **ANIMATION** and Graphics experience in 2D, 3D and Stop-Motion
 - **POST** Production workflow and post-production processes, with knowledge in CLEARCAST, SILVERMOUSE, FCP, AVID and Pro Tools.
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Current Employment

Boomerang, Boom Pictures Prod | May 2012 – Present

Junior Production Manager*

*For all of the below I have been credited and have fulfilled the role as Production Manager

BT & Channel 4 Presents... Series 2 – **Broadcast** – Dir. Stewart Sugg

Roxy Pro, Biarritz France 2012 – **Live OB, Broadcast & Digital** – Dir. Dylan Wyn Davies

BT & Channel 4 Idents for the Paralympics – **TVC/Idents** – Dir. Stewart Sugg

GT Academy 2012 Series 1 – Germany – **Broadcast** – Dir.

GT Academy 2012 Series 1 – Russia – **Broadcast** – Dir.

GT Academy 2012 Series 4- Europe (6 European regions) – **Broadcast** – Series Prod. Andy Cullen

BT & Channel 4 Presents... Series 3 – **Broadcast** – Dir. Stewart Sugg

Quiksilver Pro France 2012 – **Live OB & Digital** – Dir. Tom

Race to Dubai 2012 – **Broadcast** – Dir. Heledd Angharad

Nismo Unleashed – **Digital** – Dir. Paul Taylor

GT Academy 2013 – Middle East & South Africa – **Broadcast** – Dir. Tom Panays & Andy Cullen

Disneyland Paris Competition – **Call to action 30"** **TVC** – Dir. Marcus Thomas

Nismo.TV – **Digital Content** – Producer Luke Rudland.

GT Academy 2013 – **Promo** – Prod/Dir. Andy Cullen

#JukeRide – **Digital** – Prod/Dir. Mark Stanworth

Previous Employment

Happy Hour Productions | Sep 2010 – Apr 2012

Production Co-ordinator / Manager

Park Christmas Savings – TV Commercial - Dir. Colin Gardiner

QuickQuid – TV Commercial – Dir. Colin Gardiner

Laithwaites Wine TVC – TV Commercial – Dir. Jason Edwards

Danone Corporate video – Corporate, Live Action / Motion Graphics – Dir. Gareth Owen

Cisco 3d Corporate video – Corporate, Live Action / 3D – Dir. Colin Gardiner

Delmonte Juice – TV Commercial – Dir. Jason Edwards

Very.co.uk Web viral – Digital – Dir Jason Edwards

Cats Protection charity – TV Commercial – Colin Gardiner

Sofasofa.co.uk – TV Commercial / 2D – Dir. Scott Pleydell Pierce

Indicia internal branding video – Corporate – Dir. Colin Gardiner

Hampson Aerospace – Corporate, Live Action / Motion Graphics –Dir. Colin Gardiner

Happy Hour Productions | Apr 2009 – Sep 2010

Production Assistant

In this role I provided administrative support to the production team, in order to ensure the smooth and efficient running of productions. I would assist the Production Manager or Producer before during and after Production. Key responsibilities included running the office and being the key point of contact for a production. I would also assist in maintaining the company website and manage media assets.

GCap Media Ltd | Aug 2007 – Nov 2008

Regional Editor / Presenter (traffic & travel)

My role was to provide traffic news to 11 radio stations across the GCap group (now Global media). Main duties included collating traffic information from a variety of official sources such as the Highways Agency, the emergency services and telephone calls from the listeners. I would then organise the information by priority and create a script or a sound clip for broadcast in the South West region. I was responsible for all administrative tasks, which included managing the booking diary for freelance/weekend staff and organising their invoices.

Education

University of the West of England | 2004-2007

Degree: Drama BA (Hons) 2:1

A Levels: Drama, History, Music Technology & Drama

GCSEs: 11 achieved at Grade C and above including history as an independent learning GCSE completed in 1 year.

References: Available On Request.