

Michelle Sergeant

London, Bristol and New Zealand based

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An experienced Production Coordinator in both the film and television industries, I consider myself to be energetic, friendly, dedicated and down-to-earth with an eagerness to continue developing my skills in production and with a long-term goal to move into Producing.

I have experience in coordinating music and copyright clearances/licenses, budgeting, SAP, scheduling, post production (Silvermouse, BBC and independent paperwork), cast, crew and equipment bookings, child performance licensing, location sourcing, consents and call sheets, as well as an array of travel and accommodation arrangements, insurance and general support to Production Managers and Producers.

EMPLOYMENT HISTORY

TELEVISION

Production Coordinator

Feb 2013 – May 2013

THE GUILTY

HARTSWOOD FILMS FOR ITV – DRAMA. Three part serial shot on location mostly in Surrey. Line Producer Kit Williams.

Production Coordinator

October 2012 – Feb 2013

LUTHER (Series 3)

BBC DRAMA. Series 3, shot on location throughout London. Line Producer Martin Coates and Producer Claire Bennett.

Production Coordinator

June 2012 – October 2012

SADIE J (Series 3)

CHILDRENS SIT-COM. CBBC. Series 3, shot at Elstree Film Studios. Line Producer Sue Kendall and Producer Simon Nelson.

Production Coordinator

January 2012 – June 2012

'VIP' (Very Important People)

COMEDY SKETCH SHOW. Running Bare Pictures. Sketch show for Channel 4 airing in April 2012. Producer Jack Bayles and Line Producer Stephen Abrahams.

Production Coordinator

May 2011 – January 2012

SADIE J (Series 2)

CHILDRENS SIT-COM. CBBC. Series 2, shot at Elstree Film Studios, this is a 13 part comedy series for CBBC. Line Producer Stephen Abrahams and Producer Simon Nelson.

Post Production Coordinator

TRACY BEAKER RETURNS (Series 2)

January 2011 – May 2011

CHILDRENS DRAMA. CBBC. Production Executive Lynne Marriott and Producer Gina Cronk.

Production Coordinator

SADIE J

June 2010 – January 2011

CHILDRENS SIT-COM. CBBC. Series 1, filming at Elstree Studios. Created by Rob Evans, Line Producer Stephen Abrahams and Producer Paul McKenzie.

Production Coordinator

CASUALTY

May 2009 – April 2010

DRAMA SERIES - BBC. Series 24 of BBC 1 Casualty drama series (Bristol based). Line Producer Win Mensah-Larbie (Assistant Coordinator to Oct 2009 and then moved up).

Production Coordinator

BIZARRE ER

August 2007 - March 2008

DOCUMENTARY SERIES – MAVERICK TV / BBC 3. Production based on unusual emergency room operations. Executive Producer Mark Downie and Production Manager Nic Preston.

Unit & Runner

SHORTLAND ST

May - July 2006

DRAMA SERIES. South Pacific Pictures.

Transcriber & PA

GREENSTONE PICTURES (Reality Series)

June - September 2005

Logger

SKY TELEVISION (Live Sport Coverage)

August - September 2005

FILM

Production Coordinator

FIRST LIGHT

April 2010 – June 2010

DOCU-DRAMA FEATURE FILM. Lion Television/Manray Media for BBC Films, period production based around the novel by Geoffrey Wellum involving Spitfire pilots in the Second World War. Production Manager Jennifer DiZio, Line Producer Lou Dew.

Production Coordinator

WISH 143

July 2009 – August 2009

SHORT FILM – Union Pictures, Working Title, BBC Films funded short, which won the short film award at British Independent Film Festival and nominated for the Oscars. Producer Samantha Waite and Director Ian Barnes.

Production Coordinator

SOUL BOY

July 2008 - November 2008

FEATURE FILM – IPSO FACTO FILMS. A coming-of-age drama set in the 1970s Northern Soul underground music scene. Shot predominantly in Stoke-on-Trent. Producer Christine Alderson, Line Producer Hayley Manning and Directed by Shimmy Marcus.

Production Secretary

JOHNNY KAPAHALA-BACK ON BOARD

Nov. 2006 - March 2007

TV MOVIE - Disney sequel to "Johnny Tsunami". Shot in New Zealand.

Production Coordinator

THE LETHAL INNOCENTS

September 2006

SHORT FILM – MF Films Production. Partly funded by the New Zealand film commission.

3rd Assistant Director

MOTIVATION

July 2006

SHORT FILM – Murmur Films Production. Written and directed by Fiona Samuels. s

Assistant to Producer

BRIDGE TO TERABITHIA

November 2005 - April 2006

FEATURE FILM – Walden/Disney feature. Assistant to Producer Lauren Levine.

COMMERCIALS

Production Assistant / Locations

BRAND DEVELOPERS ("Stick Up Bulb")

November 2006

Production Assistant / Locations

BIG PICTURES (T-Mobile "Bring It").

November 2006

Runner

SILVERSCREEN (Panadol "Radio DJ")

October 2006

Runner <u>FILM CONSTRUCTION</u> (McDonalds "Junior Soccer")	May 2006
Runner <u>FILM CONSTRUCTION</u> (Phillips "Tom's Den")	May 2006
In-House Runner <u>SILVERSCREEN</u> (TVC-in house)	Sept - October 2005
Runner <u>KING ST CREATIVE</u> ("Masquerade Ball")	May 2005
Runner <u>SHORTS – MINUIT MUSIC VIDEO</u>	November 2005
Runner <u>OKTOBOR INTERACTIVE</u> (Vaka Moana Interactive)	October 2006

OTHER EXPERIENCE

'New Faces' Casting Administrator <u>THE CASTING SUITE</u>	Feb 2009 - April 2009
Events Coordinator <u>THE ARTS CLUB</u> (Dover Street)	April 2008 - July 2008

TRAINING AND QUALIFICATIONS

<i>Certificate in Applied Film Making and TV Production</i> <u>NEW ZEALAND FILM ACADEMY</u>	2005
Intensive, twelve-week course in which a music video and three short films were completed.	
<i>Bachelor of Communication Studies</i> <u>AUCKLAND UNIVERSITY OF TECHNOLOGY</u>	2002-2004
Majored in Creative Advertising-won the AUT internship at FCB Advertising agency in Parnell.	
<i>Introductory Photography Course</i> <u>AUCKLAND UNIVERSITY OF TECHNOLOGY</u>	2004
Winter school photography course covering basics of manual SLR photography.	

OTHER ACHIEVEMENTS

STS First Aid Training (Emergency First Aid at Work)	2010
BBC Risk Management for Productions Training	2009
BBC Talent and Rights Workshop	2009
PACT Introduction to Artistic & Literary copyright	2008
Running in the Rotorua, Auckland & San Francisco Marathons	2006-2007
Outward Bound-three week course	2004
Skydive from 13,000 feet	2003
Volunteer at the Winter Xtreme games (USA)	2003
Children's ski and snowboard school assistant (USA)	2003
Achieved A Bursary at Diocesan School	2001

References available on request