

SOPHIE JACKSON (née Agnew) – Assistant Production Accountant

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40 Upton Drive, Timperley, Cheshire, WA14 5QP
Currently working towards AAT Level 2

After four years in the Production department, I moved into Accounts four years ago. Having this experience in Production has undoubtedly helped, as has studying for AAT Level 2 alongside my recent jobs. I am hard-working, fast-learning and have a personality that would fit into any office environment.

Key Skills

- Account packages used: Eclipse, PMI and Sage
- Payroll packages used: TPH, Sage, Moneypenny and Sargent Disc
- Good knowledge of Excel with strong spreadsheet skills
- Past duties have included: Crew, SA and Cast Payroll, Accounts Payable, Expenses, Petty Cash Reconciliation, Bank Reconciliation, Inputting invoices/purchase orders, Cost reports, Audits
- Experience with dual currency/dual company – Sterling and Euro
- Compiling and distributing information
- Excellent organisational and communication skills
- Working to tight deadlines
- Dealing with difficult and awkward situations
- Knowledge of Production aspects such as progress reports, contracts, schedules, clearances, insurance, accommodation, travel, archive, general distribution and post production

Accounts Credits

JAN '16 – OCT '16 ASSISTANT ACCOUNTANT	NO OFFENCE SERIES 2 Paul Abbott drama/comedy for Channel 4	Line Producer: Pam Roberts Accountant: Theresa McKay-Roberts
OCT '15 – JAN '16 ASSISTANT ACCOUNTANT	ROVERS Jellylegs Productions comedy for Sky One	Line Producer: Lynn Roberts Accountant: Theresa McKay-Roberts
JUL '15 – OCT '15 ASSISTANT ACCOUNTANT	SO AWKWARD Children's drama for CBBC	Line Producer: Dominique Molloy Accountant: Theresa McKay-Roberts
JUN '15 ASSISTANT ACCOUNTANT	BROKEN BISCUITS One off comedy as part of Comedy Playhouse for BBC One	Line Producer: Lynn Roberts Accountant: Theresa McKay-Roberts
FEB '15 – JUN '15 ASSISTANT ACCOUNTANT	FROM DARKNESS SPV Drama for BBC Worldwide	Line Producer: Sue Dunn Accountant: Theresa McKay-Roberts
SEP '14 – DEC '14 ASSISTANT ACCOUNTANT	NO OFFENCE Paul Abbott drama/comedy for Channel 4	Line Producer: Brian Kaczynski Accountant: Theresa McKay-Roberts
MAY '14 – SEP '14 ASSISTANT ACCOUNTANT	ALL AT SEA SERIES 2 Children's drama for CBBC	Line Producer: Nadia Jaynes Accountant: Theresa McKay-Roberts
JAN '14 – MAY '14 ASSISTANT ACCOUNTANT	THE MILL SERIES 2 Period drama for Channel 4	Line Producer: Brett Wilson Accountant: Theresa McKay-Roberts
AUG '13 – NOV '13 1 st ASSISTANT ACCOUNTANT	MRS BROWN'S BOYS D'MOVIE Feature for BBC and Universal	Line Producer: Sarada McDermott Accountant: Joanne Noone
AUG '13 – SEP '13 ASSISTANT ACCOUNTANT	FRESH MEAT III Channel Four drama/comedy series.	Line Producer: Margaret Conway Accountant: Amanda Harrison
FEB '13 – JUL '13 ACCOUNTS ASSISTANT	INSPECTOR GEORGE GENTLY VII 4 part drama for BBC One.	Line Producer: Amanda Wasey Accountant: Joanne Noone

Production Credits

NOV '16 – MAR '17 PRODUCTION MANAGER	<i>RICH HALL'S O BROTHER WHERE AM I?</i> 90 minute documentary for BBC Four, shot in US for Open Mike Productions	Presenter/Writer: Rich Hall Producer: John McCormack
SEP '12 – DEC '12 PRODUCTION MANAGER	<i>RICH HALL'S YOU CAN GO TO HELL, I'M GOING TO TEXAS</i> 90 minute documentary for BBC Four, shot on location in Texas. An Open Mike Productions.	Presenter/Writer: Rich Hall Producer: John McCormack
APR '12 – AUG '12 PRODUCTION SECRETARY	<i>CITIZEN KHAN</i> 6 part sitcom for BBC One.	Cast: Adil Ray, Shobu Kapoor, Kris Marshall Prod Co-ordinator: Samantha Milnes Production Manager: Sarah Lewis
JAN '12 – APR '12 PRODUCTION CO-ORDINATOR	<i>SPIKE ISLAND</i> Feature film for Waterfall Films about the Stone Roses gig in 1990.	Cast: Elliott Tittensor, Lesley Manville Production Manager: Phoebe Masters Line Producer: Nicky Earnshaw
MAY '11 – JAN '12 PRODUCTION SECRETARY	<i>SKINS 6</i> 10 episodes for Company Productions.	Cast: Freya Mavor, Dakota Blue Richards Prod Co-ordinator: Angela Farnworth Line Producer: Letitia Knight
JAN '11 – MAR '11 PRODUCTION SECRETARY	<i>IDEAL 7</i> 6 part series for BBC Comedy North.	Cast: Johnny Vegas, Graham Duff Production Manager: Mark Devlin Prod Co-ordinator: Katie Kearney
NOV '10 MARSHALL	<i>CORONATION STREET LIVE</i> One of three marshals travelling cast between sets during the 50 th Anniversary Live episode.	Cast: Vicky Binns, Julia Haworth PM: Michelle Walsh 2 nd ADs: Paul Sparrow, Marc Hough
NOV '10 PRODUCTION SECRETARY	<i>CORONATION STREET DIGITAL</i> Several short films for Coronation Street's website.	Cast: Mikey North, Steven Bell, William Roache, Alex Bain, Anne Kirkbride Production Manager: Mark Devlin
JUL '10 – OCT '10 PRODUCTION SECRETARY	<i>WATERLOO ROAD 7-A</i> (10 episodes) BBC drama series for Shed Productions. Filmed in Rochdale.	Cast: Amanda Burton, Robson Green Prod: Lucy Allan, Tom Mullens Line Prod: Jonathan Leather
JAN '10 – APRIL '10 PRODUCTION SECRETARY	<i>WATERLOO ROAD 6</i> (13 episodes) BBC drama series for Shed Productions. Filmed in Rochdale.	Cast: Amanda Burton, Ian Puleston-Davies Prod: Jane Hudson, Tom Mullens Line Prod: Jonathan Leather
OCT '09 – NOV '09 PRODUCTION SECRETARY	<i>ROUTE IRISH</i> Feature for Sixteen Films. Filmed in Jordan and Liverpool.	Cast: Mark Womack, Andrea Lowe Director: Ken Loach Prod: Rebecca O'Brien
JUL '09 – OCT '09 PRODUCTION RUNNER	<i>POWDER</i> Feature for Red Union Films. Filmed in Liverpool, Marbella and Ibiza.	Cast: Liam Boyle, Jefferson Hall, Alfie Allen Line Prod: Sarada McDermott Prod Co-ordinator: Anna Graham
APRIL '08 – JUNE '08 ASST PRODUCTION CO-ORDINATOR	<i>OF TIME AND THE CITY</i> Feature documentary for Hurricane Films. Part of the Digital Departures Scheme.	Writer/Dir: Terence Davies Prod: Sol Papadopoulos, Roy Boulter
APRIL '08 – JUNE '08 ASST PRODUCTION CO-ORDINATOR	<i>SALVAGE</i> Feature for Hoax films. Part of the Digital Departures Scheme.	Cast: Neve McIntosh, Shaun Dooley Prod: Julie Lau Dir: Lawrence Gough
APRIL '08 – JUNE '08 ASST PRODUCTION CO-ORDINATOR	<i>KICKS</i> Feature for Starstruck Films. Part of the Digital Departures scheme.	Cast: Kerrie Hayes, Nichola Burley Prod: Andy Stebbing Dir: Lindy Heymann

Also dailies as a runner on *Exile (2010)*, *a Tiger Beer Commercial (2009)*, *The Big Question (2009)*, *Jeremy Kyle Show (2008)* and *Dickinson's Real Deal (2008)* and *Charlie Noades R.I.P (2007)*.

Qualifications & Training

I am currently undertaking my AAT Level 2.

Manchester Metropolitan University
09/'05 – 06/'09

BA Hons Contemporary Film & Video: 1st
First year BA Hons Fine Art: Painting: 2:1

Blackpool and Fylde College
09/'04 – 06/'05

Foundation Art & Design: Merit

Lancaster Girls' Grammar School
09/'97 – 06/'04

A Levels: Maths (A), Art (A), Product Design (A), General Studies (B), AS Level: French (C)
GCSEs: Maths (A*), English Literature (A*), English Language (A*), Double Science Award (A*, A*), French (A*), Spanish (A*), Art (A*), Graphic Design (A*), Music (A)

Relevant Information

D.O.B. 27/09/85; Full clean driving licence for 14 years with own car; Knowledge of Eclipse, PMI, Sage, Microsoft Office, Photoshop, Final Cut Pro, and Final Draft; Confident with DV cameras; Can get by in French and Spanish.

References on request.