

# SOPHIE COULTER

## Production Assistant

1 Luttrell Road  
Leeds  
LS16 1LX

**Date of Birth:** 20.05.1989

**Nationality:** British

**Mobile Tel:** 07952346558

**Email:** sophie.coulter@hotmail.co.uk

**Driving Status:** Full clean licence with access to own car.

### BROADCAST CREDITS:

Year	Production Name	Production Company	Role	Worked With
2015	Dark Angel	World Productions	PA (Production)	Production Coordinator: Loreta Zajarskyte
2015	Lies We Tell (Feature Film)	Bradford International Film Associates	PA (Prep)	Producer: Jonathan Rae Production Manager: Livia Rao
2015	Emmerdale	ITV Studios	3rd AD	2nd AD : Peter Hancock
2014	Emmerdale	ITV Studios	Unit Assistant	
2013	Nigel Slater's Great British Biscuit	Dog House Media (BBC 3)	Day Runner	

### UNCREDITED PRODUCTION AND CORPORATE EXPERIENCE:

Year	Production Name	Production Company	Role	Worked With
2015	Swallows & Amazons	Secret Harbour Films Ltd	Crowd Runner (Daily)	Crowd 3rd: Hannah Cooke
2015	(Various Productions)	Limehouse Films	PA	Producer: Steve Symon
2015	Daz	Chief Productions	Runner	Producer: Nick Crossley
2015	The Correspondence (Feature Film)	Paco Cinematografica s.r.l.	Crowd Runner	Crowd Coordinator: Rory Stewart
2015	An Inspector Calls	Drama Republic	Day Runner	Production Coordinator: Jen Rooks
2014	Rossetta Stone	Phaebus Media Group	Runner	Production Manager: Emma Cheetham
2013	Catch Me Daddy (Feature Film)	EMU Films	Location Assistant & Day Runner	

**UNPAID PRODUCTION EXPERIENCE:**

Year	Production Name	Production Company	Role
2014	Emmerdale	ITV Studios	Camera Assistant
2013	(Various Productions)	SDMC Productions	Production Assistant

**EDUCATION:**

**University of Cumbria** BA (Hons) Creative Writing **September 2007 - 2010**  
 During my degree I studied Script Writing, Graphic Novels, Fiction, Non-Fiction and Poetry.

**SKILLS:**

- Experienced in working on location and in the studio, with a good knowledge of filming equipment.
- Experienced in general PA duties such as writing/filing POs, updating important documents, arranging travel & accommodation, managing the stationary & kitchen supplies ect.
- Well versed in Microsoft Office and problem solving computer/printer issues.
- Excellent organisation skills; as well as communication, interpersonal skills and phone skills.
- Have a positive attitude and a pleasant manner, making people feel comfortable to approach me.
- Hard working, with a strong drive to succeed; the ability to think ahead, take instruction and problem solve.

**PERSONAL STATEMENT:**

I have experience working long hours in busy production offices, where I have learnt to manage my time, multi task and handle the pressures of working to a deadline. I pride myself on being likeable, easy going and approachable so that I may help the crew and my colleagues where possible. I am eager to learn and happy to take pointers, to better improve my skills. Throughout my years of working in TV & Film production I have gained experience in all areas, including Studio, Location and Office, to help round my knowledge of the industry. My aim is to become a highly skilled production assistant in TV and Film to help progress my way up the ladder.

**REFERENCES:****Dark Angel Productions:**

Loreta Zajarskyte  
 Production Coordinator

07980 032 826  
 loreta.films@gmail.com

**BIFA films:**

Jonathan Rae  
 Producer

(Temporary Address)  
 Lies We Tell  
 Studio 81  
 81 Kirkstall Road  
 Leeds  
 LS3 1LH  
 07748 267 889  
 Jonathanjrae@gmail.com

**Emmerdale:**

Peter Hancock  
 2<sup>nd</sup> Assistant Director

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 ITV Studios  
 Kirkstall Road  
 Leeds  
 LS3 1JS  
 07525 274 799  
 Peter.Hancock@itv.com