

38 The Mount,
Hale Barns, Altrincham,
Cheshire, WA15 8TA

+44 (0) 7900 49 80 06
lalunt@yahoo.co.uk

Date of Birth: 11th May 1979, **Nationality:** British, **Driving Licence:** Full, **Car:** No

Employment – Film/Media Industry

LipSync Post - London

Booking Co-ordinator
Front of House Manager

May 2011- September 2013
January 2010 – May 2011

- ❖ Booking and coordinating sessions for third party clients including voice over's, ADR, mixes, grading, online, tape and file deliveries for commercials, trailers, short films and features.
- ❖ Booking and coordinating session for LipSync Creative – DS Avis & Sound
- ❖ Liaising with Staff to ensure smooth running of jobs
- ❖ Assisting Producers with Projects
- ❖ Assisting Directors with General Office Admin
- ❖ Answering Telephone and Email Enquiries
- ❖ Booking Freelance Operators
- ❖ Updating of Bookings Daily Schedule – Xytech
- ❖ PO & Invoice Creation – Xytech & Excel
- ❖ Quotes
- ❖ Press Release Coordination via Bubble & Squeak (external PR Company)
- ❖ Website Maintenance & Updates (using Website program / Photoshop and Filezilla FTP)
- ❖ Social Media Updates – Facebook page and LinkedIn page
- ❖ Window (Images) Coordination – via Graphics Dept
- ❖ Poster Sourcing

Framestore - London

PA/ Production Assistant to Digital Lab & Engineering
Commercials Runner

October 2008 - September 2011
April 2008 - October 2008

- ❖ Schedule Meeting for Head of Dept, x3 DI Producers and x3 Colourists
- ❖ Updating Suite Schedules for x3 DI Suites / x1 Smoke and x1 Clipster – Booking in Operators and any additions equipment
- ❖ Diary Management x2 Departments – Digital Lab (Head of dept, Exec. Producer and x3 DI Producers) & Engineering (x5 Heads of Dept's)
- ❖ Dealing with all clients queries – via phone or email. For current or new projects.
- ❖ Assisting DI Producers on all film projects and co-ordinating my own short film DI's
- ❖ General office Ad hoc duties, Including: Department of 35+ peoples holidays, absences and organising annual appraisals

Freelance - London

All enQuiries Productions – Production Manager
Vicious Circle Films – 2nd Assistant Director

June 2007 to March 2008

Elbow Productions Ltd - London

PA to Audio Visual Producer

March 2007 to October 2007

- ❖ Managing companies end of year Accounts – Tax Return & VAT
- ❖ Researching and Creating Tender bids for possible Audio and Visual Projects
- ❖ Ingesting & updating film/project footage
- ❖ General office Ad hoc duties

Freelance - London

August 2006 to March 2007

Sound Films - 2nd Assistant Director/Production Assistant
 All enQuiries Productions - Production Assistant
 Clockwork Pictures – PA/Production Assistant to Producer
 Matador Pictures - Production Assistant
 White House Pictures – Assistant to Production Assistant
 Kookie Films - Production Assistant

Clockwork Pictures - London

October 2005 to October 2006

PA/Production Assistant to Producer
 Trainee Assistant Editor

- ❖ Assisting on final Post Production of Feature Film 'Zwartboek' (aka Black Book) and Pre & Production of short film 'I Am Bob'
- ❖ Completing paperwork for Film Council Funded Projects and Festival entries, for two short films
- ❖ Company Finances – Managing all incoming Invoices, Company Bank Accounts, Credit cards and VAT forms
- ❖ Organising Travel Arrangements, Hotels and Cars for Company Producer and Clients

Freelance - London

September 2005 to October 2005

Raindance - Volunteer during Film Festival
 GBTV (Global Business Television Ltd) - Runner
 Films for Records – Work Experience

Comic Relief - London

June 2005 to September 2005

Video Library Assistant
 Runner: Murrayfield Concert - Make Poverty History Campaign

- ❖ Updating Library System
- ❖ Making copies of Films: DVD & VHS

Work Experience - Manchester

November 2004 to January 2005

Sumners / Derbyshire Trading Standards
 BBC – Documentaries Department

Bigwideworld.com - Chester, Cheshire

November 2002 to April 2003

Trainee Journalist

Other Industries**Temp Agency: Prime Recruitment – Chester, Cheshire**

April 2003 to May 2005

Cheshire County Council, CBS - Catering Department – Administrator
 Cheshire Health Agency - Ophthalmic Department – Data Entry
 MBNA Europe - Macs Department – Data Entry

Courses**Scuba Zone - Red Sea, Egypt**

October 2007

PADI – Advanced Open Water Diver

VET- London

February 2007

Post-Production Overview for Blank Slate

Scuba Zone - London

October 2006

PADI - Open Water Scuba Diver

Raindance - London

August 2005

99-Minute Film School

BBC, Entertainment and Features Department - Manchester

November 2004

'Health and Safety at Work' & 'Production Health and Safety'

Education and Qualifications

The University of Bradford - Bradford, West Yorkshire
BSc (Hons) - Electronic Imaging and Media Communications

September 1998 to July 2002

Computer Programmes (PC and Mac)

Video/Film Editing Programmes: Premiere Pro, Avid Editing Suite, Adobe Encore DVD

Film/Script Programmes: Final Draft

Graphic Design Programmes: Adobe PhotoShop, Adobe InDesign

Animation Programmes (2D): Director, Flash

Microsoft Packages: Excel, Word, Outlook, PowerPoint

Schedule: ScheduALL, Xytech

Other: Front, eRequest

References on request