

Adam Moorcroft – Production Secretary

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DRAMA

BRASSIC S2 SKY TV Comedy Drama Series Dir: Saul Metzstein, Jon Wright/1 st AD: David Gilchrist, Toby Sherbourne/ LP: Richard Everiss	CALAMITY FILMS Production Secretary
THE AMELIA GETHING COMPLEX Children's Drama Series Dir: Scott Peters/1 st AD: Andy Stenning/LP: Emily Morgan	CBBC/BBC IPLAYER Production Secretary
ANNE TV Drama Series Dir: Bruce Goodison/1 st AD: Jake Rollins/LP: Tracie Wright	WORLD PRODUCTIONS Production Secretary/Clearances
THE WORST WITCH S3 Children's Drama Series Dir: Reza Moradi/1 st AD: Ursula Howarth/LP: Angie Taylor	CBBC Production Secretary
NO OFFENCE S3 CH 4 TV Drama Series Dir: Rob Quinn/1 st AD: Tracy Chapman/LP: Tracie Wright	ABBOTT VISION Clearance Assistant
KATY Children's TV Drama Series Dir: John Mckay/1 st AD: Jake Rollins/LP: Mike Noble	CBBC Production Secretary
THE VIRTUES CH 4 TV Drama Series Dir: Shane Meadows/1 st AD: Billie Hallows/LP: Katie Bleakley	WARP FILMS Assistant Coordinator
CREEPED OUT S1 Children's TV Drama Series Dir: Steve Hughes/1 st AD: Clare Shepherd/LP: Mike Noble	CBBC Production Secretary
VERA S7 ITV Drama Series Dir: Various/1 st AD: Jack Casey, Tom Alibone/LP: Will Nicholson	ITV STUDIOS Production Secretary
DCI BANKS S5 TV Drama Series Dir: Various/1 st AD: Si Noone/LP: Josh Dynevor	LBPDCI Ltd Production Secretary
JERICHO ITV Drama Series Dir: David Moore/1 st AD: Tracy Chapman/LP: Angie Daniell	ITV STUDIOS Production Assistant Secretary – Final Block
4 O'CLOCK CLUB TV Drama Series Dir: Alex Jacob/1 st AD: Andy Stenning/LP: Mike Noble	CBBC Production Runner/Driver
VERA S6 ITV Drama Series Dir: Marek Losey/1 st AD: Simon Noone/LP: Nancy Bray	ITV STUDIOS Dailies Runner
BEOWULF ITV Drama Series Dir: Jon East/1 st AD: John Older/LP: Will Nicholson	ITV STUDIOS Dailies Runner/2 nd Unit AD

SECRET STATE	COMPANY PICTURES
TV Drama Series Dir: Ed Freiman/1 st AD: Toni Staples/LP: Claudine Sturdy	Floor Runner/Rushes Runner
WATERLOO ROAD	SHED PRODUCTIONS
TV Drama Series Dir: Julie Edwards/1 st AD: Ursula Haworth	Dailies Runner
WALK LIKE A PANTHER	FINITE FILMS
TV Drama Pilot Dir Dan Cadan/1 st AD: Peter Christian White/LP: Mary Owen	Runner/Driver
HARRIGAN	TALL TREE PICTURES
Feature Film Dir: Vince Woods/1 st AD: Neil Wallace/LP: Hayley Manning	Dailies Runner
BELIEVE	BILL + BEN PRODUCTIONS
Feature Film Dir: David Scheinmann/1 st AD: Mick Ward/LP: Margarita Doyle	Floor Runner/2 nd Boom Op

COMMERCIALS – I have worked on a number of commercials as a floor runner and production runner for brands like Hovis, Han Sam In and Barker & Stonehouse.

OTHER WORK

CORPORATE – 2 years as an Assistant Producer working on a variety of Corporate Videos and TV Commercials.

KEY SKILLS

- First Aid at Work certificate (Since April 2018).
- Proven track record of handling responsibility.
- Lots of experience of handling clearances and keeping a clearance log.
- Confident communicator.
- Highly self motivated and organised.
- A good general knowledge of MS Office. Particular experience in Excel and Word.
- Confident and experienced with booking travel and accommodation for cast and crew.
- Confident and experience writing PO's and dealing with suppliers.
- A good strong relationship built with a list of crew and contacts.
- Ability to speak to and deal with all levels of staff within an organisation.

A confident, extremely personable professional with a background in the AD and Production departments. My personal strengths are my motivation to learn and determination to succeed. I have been highly praised for my professionalism, attitude to work and I am very responsible and reliable.

Education

Newcastle College	FDA TV and Media	Sept 2009	June 2011
Llandrillo College	GNVQ IT	Sept 1998	June 2001

Hobbies

I thoroughly enjoy going to the cinema, watching film and documentaries. I am very passionate about Buddhism and meditation. I am a member of my local gymnasium and enjoy swimming.

References available on request.