

Matthew Owen

Production Management Assistant & Student BA(Hons) TV Production Management

Personal Details

Address 240 Hood Lane North
Great Sankey
Warrington
Cheshire
WA5 1EU

Contact: 07940996866

Email: Mattowen.mo@gmail.com

Driving Licence: Full, Clean UK licence- Car Owner

Skill set

- First Aid trained (Wallace Cameron) Exp. Sept 16
- DV Shooting (PD150/170 cameras)
- Experience with Final Cut Pro
- Proficient at working to strict deadlines
- Customer service from continued service in retail
- Comprehensive knowledge of Microsoft office
- Able to work both alone or in a team
- Experienced in location scouting
- Experience in producing production paperwork including: Budgets, Schedules, Risk Assessments, Purchase order forms, PasC Forms, Transcripts, Music Reporting forms, Filming Schedules & Contributor contracts (*Portfolio available*)
- Experience in logging using CATDV pro
- Organised work life
- Live Studio based skills, Experience of Bar-counting and Studio PA role
- Self Motivated

Employment

BBC Sport

December 2013, BBC Sports Personality of the Year Runner/Production Management Assistant

- Gained large live OB experience
- Completing H&S documentation, including Risk assessments, PEEPs and chasing contractors documentation
- Booking travel & accommodation for guests and crew
- Organised foreign live link in Miami
- Assisted Gallery PC during time on location

Mentorn Media

March 2013 Office Runner

- External work experience placement
- Runner, in London office
- Gained experience in a number of production processes
- Became familiar with CatDV Pro
- Experience in working with guests and Post Production scripts
- Funded by myself, moved from North UK to London for the length of the placement

ASDA Stores LTD

Sept 2009 - Current

- Security Colleague, Bakery Assistant
- Learned to deal with difficult & sensitive issues
- Duties included, dealing with customer queries, ordering and maintaining stock, completing weekly stock counts.
- First Aid & Fire Marshall trained

Education

Edge Hill University

2011- Current

BA (Hons) Television Production Management

Currently in final year

The UK's only Production Management University course, designed in conjunction with the BBC and taught by experienced, Industry Professionals inc BBC Sport's Managing Editor Anita Walsh.

Penketh Sixth Form College

2009-2011

(A-levels)

C- Media Studies

C- History

C- Film Studies (AS level)

D- Chemistry

Penketh High School

2004-2009

(GCSE's)

10 GCSE's (A-C)

A- English Lit A- Science

B- Maths A- History