

Eleanor Coverdale

London & Kent
Full, clean driving licence
Own car with business insurance

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I am a confident and responsible graduate with a keen interest in film & TV production. I'm looking for Production Secretary/Assistant Co-ordinator roles, which will enable me to use my production knowledge and also provide me with the experience necessary to progress within the production office. I excel working in busy settings and can easily multi-task and prioritise duties. I use my initiative to see what needs to be done and work well both independently and as part of a team.

Employment

Date	Position	Production	
Feb – current	Production Secretary	Guilt (Season 1) Lionsgate TV	Producer/Line Producer: Suzanne Reid Production Manager: Vaughan Watkins Production Coordinator: Kelly Johns
Nov – Dec 2015	Production Secretary	Jekyll & Hyde (Series 2) ITV	Line Producer: Emily Russell Production Coordinator: Jo Evans
October 2015	Production Secretary	Denial Shoebox Films / Participant Media	Line Producer: Celia Duval Production Manager: Monique Mussell Production Coordinator: Jannika Öberg
May – Oct 2015	Production Secretary	The Royals (Season 2) Lionsgate TV	Line Producer: Nick O'Hagan Production Manager: Monique Mussell Production Coordinator: Jannika Öberg
May 2015	Production Assistant	Cuckoo Roughcut TV	Line Producer: Ian Hogan Production Coordinator: Joel Stokes
Jan – April 2015	Production Assistant	Top Coppers Roughcut TV	Line Producer: Ian Hogan Production Coordinator: Joel Stokes
Jan 2015	Production Runner (during wrap)	Genius Working Title	Co-producer: Tracey Seaward Production Manager: Sam Knox-Johnston Production Coordinator: Hallam Rice-Edwards
Dec 2014	Production Assistant (Add. Photography)	Bitter Harvest Skylight Media	Line Producer: Marshall Leviten Production Manager: Andrew Bonner Production Coordinator: Katie Neal
Aug – Nov 2014	Production/Stunt Secretary	Criminal Millennium Films	Co-producer: Paul Ritchie UPM: Eve Swannell Production Coordinator: Jo Wallett
June – July 2014	Production Runner	Tulip Fever The Weinstein Company	Co-producer: Richard Hewitt UPM: Alison Banks Production Coordinator: Carrie Banner
March – June 2014	Cashier	Spooks: The Greater Good Pinewood Films No. 11	Production Accountant: Rob Seager Production Manager: Eve Swannell Production Coordinator: Simon Mills
Sept 2013 – Feb 2014	Cashier	The Program Working Title Films	Financial Controller: Louise O'Malley UPM: Sam Knox-Johnston Production Coordinator: Simon Mills
August 2013	Production Assistant	Parks and Recreation Lucky Giant	Producer: Morgan Sackett Line Producer: Amy Jackson Production Coordinator: Steph Bamberg

Key Skills

- Experience working abroad, on location and in the production office.
- Excellent IT skills with detailed working knowledge of Microsoft Office (Mac & Windows), Scenechronize and Digital Purchase Order.
- Good knowledge of Equity stunt contracts and rates.
- Background in office administration means I possess excellent organisational and administrative skills, with a good attention to detail.
- Having lived abroad for a year I am able to easily adapt and immerse myself into new environments.
- Full, clean driving licence.

Education

- BA (Hons) American and English Literature, University of East Anglia (2008-2012)
- Screen Studies Major, Clark University, Massachusetts, USA (Year abroad, 2010-2011)
- ABB at A-Level, Clarendon House Grammar School for Girls, Kent (2001-2008)

Other Employment

- Feb 2013 – Aug 2013: **Partnership Administrator** in Faculty of Education at Canterbury Christ Church Uni.
- Aug 2012 –Feb 2013: **Administrator** in Computing Services at Canterbury Christ Church University.
- 2010-2013: **Front of House Assistant** for Birchington Guild of Players
- 2011: **Camp Counsellor** at Camp Quinebarge, New Hampshire, USA.
- 2006 – 2012: **Customer Service Assistant** at Debenhams.

References available on request