

ETTA THOMPSON DESCHAMPS

Etta Thompson Deschamps

Cover Letter and Curriculum Vitae



Date of birth: 27 March 1967. **Nationality:** Danish. **Country of residence:** UK (since 2010)
Job description: **Office Administrator / Personal Assistant / Project Manager**
Languages: **Fluency in English, French and Danish (native), some German**
IT: **Proficiency Windows, FileMaker Pro, Microsoft Office Suite** (Outlook, Word, Excel, PowerPoint)
Education/ Certification: A-Levels (Denmark, 1985). DipHE Clinical Hypnosis, St. Mary's University College Twickenham (2011)
NLP Master Practitioner (Neuro Linguistic Programming/ Coach, Denmark (2005)
EAVE Film Marketing Graduate (European Audio Visual Entrepreneurs, 2014)
Contact details: +44 (0)784 8855 469, contact@documentreefilms.com

COVER LETTER.

An experienced (20+ years) Film & TV Personal Assistant, Production/Project Manager, Office Administrator and Producer I am looking to further my career within Production, Marketing and Distribution.

An EAVE Film Marketing Graduate (European Audio Visual Entrepreneurs) I have a thorough understanding of film sales, distribution and marketing.

My latest role as Producer included production, marketing and distribution of a feature film for international theatrical distribution (2011-2015). The film, a UK/Danish/German co-production, premiered in San Sebastian International Film Festival 2015 winning the Tokyo Gohan Award for Best Documentary Film, it was selected for Berlinale 2016 and has since successfully been sold worldwide (by Trust Nordisk/Denmark).

A team player, I enjoy team work and am also confident in carrying out independent work with minimum supervision when needed. My attitude is professional, pro-active and service minded with attention to detail; I am flexible, used to last minute changes, and able to think quickly on my feet.

A certified NLP Personal Coach (Neuro Linguistic Programming) I am trained to assist, support, motivate and liaise with people from all walks of life.

On a personal note, I am a well-traveled people person, versatile and curious.

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My professional hands-on working experience and skills include:

- Liaising with senior management/executives, filmmakers and financial/creative/legal agencies
- Coordination and delivery of marketing materials / Press Kit (trailer, stills, dvd covers, posters etc.)
- Event/production scheduling and planning
- Arranging travel & accommodation (UK and overseas), word processing, calendar/scheduling, expenses, filing and replying to inquiries pr. telephone/email/social media)
- Obtaining quotes
- Handling confidential information and materials
- Fulfillment of crowd founder perks/merchandise delivered worldwide
- Performing administrative clerical duties and diary management
- Marketing and PR, social media outreach campaigns
- International sales agency negotiations and conclusion of agreements
- International distribution liaison (latest project included including Magnolia/US, Longride/Japan, Umbrella/Australia, NFP/Germany, Studiocanal/UK) and international film festivals requests.
- Creative writing (tag lines, synopsis and treatments in collaboration with film directors)
- Writing proposals for funding, pitching ideas/projects,
- Performing comparative film and project research and extensive internet research
- Budgeting, cash flow forecast, book keeping overview, process purchase orders and raise invoices

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Curriculum Vitae:

Date /Title	Company	Info
2011-2016 PA/ Office Admin Producer	Documentree Films Ltd. (UK)	Independent film production company producing short and long form film for international TV broadcast and distribution *see attachment for film list
2008-2011 PA / Office Admin Production Manager / Producer	Deschamps Corporation (France and Denmark)	Independent film prod. company producing short and long form film for international TV broadcast and film festivals * see below for film list
1987-2008 PA / Office admin/ Production Manager	Various companies (Denmark)	TV-Entertainment, music video, direct TV-broadcast production TV game shows, corporate video, TV and Film commercials
1985-1987	Travel/work experience	United States and the Caribbean <ul style="list-style-type: none">- Cruise ship hostess & tel. operator- Waitress- Hotel receptionist- Film Production assistant- Model
1985-1982 College Student	A-Level	N.Z. Gymnasium (A-Level College, Denmark) Modern languages, social science, maths, history

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Film Productions

2008-2016

Film Productions	Title	Info
2008-2016		
“Noma my perfect storm” Awards/Festivals /World Theatrical release/	Producer	Feature documentary film (UK/DK/GER co-prod) Best Documentary film, San Sebastian Int. FF/ IFFR, DOC NYC, CPH DOX and more UK, USA, Australia, Germany, Denmark, Japan, Korea, Taiwan, Benelux, Serbia and more
“Stories to tell”	Post Production Producer	6 documentary films (Qatar/AI Rayyan Satellite
“Human rights re-declaration”	Producer	Short Film
“Rugby the lifeblood of New Zealand”	Producer	52 min. TV documentary film Canal+. Discovery, ESPN, TVGlobo
“Insight”	Post Production Producer	Qatar/AI Rayyan Satellite TV Channel
“National Image Library”	Producer	Corporate video/Dominica Ministry of Tourism
“Man of the Soil”	Producer	Documentary Film
Awards:		Best Short (United Nations), Coup de Coeur (Terra Festival, Guadeloupe) Best Editing (Sila Film Fest, Serbia) Best cinematography (Barbados IFF) Berlinale IFF (selection)
“Unbeaten Paths”	Producer/writer	Corporate video/Dominica Ministry of Tourism
“Looking North”	Producer	52 min TV documentary Film (DK) Canal+, Rai Sat, Cuisine TV
“What if they were all gone”	Producer	Short film, Ministry of integration/Denmark
1987-2008		
Live Morning TV broadcast 100+ TV commercials, TV series, corporate / music videos	Production Manager	All for broadcast DR/TV2/Kanal2 / theatrical / private sector (Denmark)