

Joanne Walton

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PROFILE

The majority of my professional experience has been as a freelancer in the fields of Media and Television & Film.

My roles have spanned various aspects including administration, project coordination and providing essential support to production teams and management. This diverse experience has honed my organisational skills and sharpened my attention to detail.

I possess a natural aptitude for swiftly grasping new procedures and adapting to ever-changing circumstances. My professional attitude is characterised by discretion, conscientiousness, punctuality and proactive engagement. I've developed a knack for effectively prioritising tasks, solving complex problems and consistently meeting tight deadlines.

CAREER HISTORY

Feb. 2023 – Jul. 2023

(SAG Strike shut down early)

SDTA Productions Ltd/Apple TV

Set Decoration Co-ordinator – F1 Film 'APEX'

- General point of contact for the Set Dec department
- Administration for the department re. any script or schedule changes etc
- Using Apple portals inc. BOX and Columba for clearance and approval for use on set
- Liaising with UK clearance team
- Liaising with Product Placement and props provision companies and US facilitator
- Petty cash, mileage and fuel form reconciliation
- Raising POs (DPO) and maintaining/distributing labour flow
- Updating timesheets for the Set Dec department (SargentDisc) and liaising with Accounts & Production re. timesheets, travel and accommodation, payroll and POs

Mar. 2022 – Nov. 2022

Jammy Pictures Ltd/Netflix

Set Decoration Co-ordinator – The Diplomat S1

- General point of contact for the Set Dec department
- Assisting with prop buying and hiring for sets
- Updating the department re. any script or schedule changes etc
- Collating information and maintaining Asset Hub for Netflix of Set Dec items
- Petty cash and fuel form reconciliation
- Updating clearance tracker re. artworks/prop provision items and liaising with production and legal
- Assisting Head Production Buyer creating purchase orders (MoneyPenny) and other ad hoc jobs.
- Updating timesheets for the Set Dec department (Team Engine) and liaising with production re. overtime and additional work days, updating additional daily info to production
- Liaising with Covid Dept. re any testing for the dept. or external suppliers and the Travel Co-ordinator re. accommodation/travel for dept and external suppliers

Oct. 2020 – Mar. 2022 **Wycombe Hospital (Bucks NHS Trust) - Ward Administrator (Cardiology)**

- Collating, rearranging and checking patient notes in preparation for scanning by Medical Records
- Updating patient information accurately; admission, discharge, patient death and EDD on CareFlow
- Monitoring and updating staff levels for the ward on HealthRoster
- Reviewing, booking and amending timesheets of bank staff on NHSP
- Annual leave – arranging and maintaining systems so AL is taken by staff abiding by ward staffing demands
- Monitoring and maintain illness and absences via FirstCare, checking staff hours are correct
- Creating POs and receipting for deliveries via EProc system, liaising with accounts re. any issues
- Learning and using NHS patient systems inc. DocGen, Evolve & training website NLMS
- Administration help and support to the Ward Sister and for the staff of Ward 2A/CCU
- Proficient user of Microsoft Office

Sept. 2012 – Mar. 2020 **Freelance Makeup & Hair Artist – Film & TV**
(Credits AS JOANNE WALTON inc. FURY, Mowgli, The Current War)

Aug. 2007 – Feb. 2012 **Universal Pictures UK Ltd, London – Personal Assistant to UK A&R Director**

- Personal assistant to UK A&R Director – DVD Acquisitions for Comedy, TV, Kids, Music, Sport and Fitness
- First point of contact for UK A&R team, screening emails and phone calls to UK A&R Director
- Diary organisation, meeting scheduling and travel arrangements to a budget
- Providing admin support, creating presentations, filing, letter and email correspondence
- Researching and reviewing with A&R Director ideas and treatments for new DVD projects
- Initiating and building relationships with agents/licensors
- Liaising with internal departments - Marketing, Legal, Finance and Sales
- Gathering sales and viewing figures using Google Insights and UK Charts to inform decisions
- Raising POs via SAP, processing contract payments and reconciling expenses
- Preparing acquisition and board approval documents for new projects, creating presentations including annual Licensor Presentation and organising surveys for Licensor/Agent feedback
- Standing in for A&R Director and representing the company at events, filming, screenings etc.

Nov. 2005 – May 2007 **talkbackTHAMES, London – Production Co-ordinator**

- Setting up the production office - arranging equipment, IT, stationery and accounts with suppliers
- Booking travel and accommodation in the UK and Europe for the production team and presenters
- Sourcing crews and camera equipment for filming in the UK and Europe
- Liaising with presenters, director and the production team to co-ordinate filming logistics
- Resourcing contractors and suppliers and negotiating prices
- Issuing and reconciling petty cash and company credit card expenses, checking POs against invoices
- Producing call sheets with all logistical information, co-ordinating risk assessments and all legal contributor paperwork, completing post-production paperwork for the transmitting channel

Mar. 2004 – Aug. 2005 **talkbackTHAMES, Amersham & London – Production Secretary/Co-ordinator**

Feb. 2003 – Feb. 2004 **BBC Preschool, Elstree – Production Secretary & Runner/Props Maker**

Sept. 2001 – Feb. 2003 **BBC Drama, London – Floor Runner**

EDUCATION, QUALIFICATIONS & SKILLS

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| 2012 | GREASEPAINT MAKEUP SCHOOL, Ealing | 15 week TV & Film Makeup & Hair Course |
| 1997-2001 | KING ALFRED'S COLLEGE, Winchester | BA (Hons.) Education Studies & Art |
| 1991-1997 | DR CHALLONER'S HIGH SCHOOL, Little Chalfont | 3 A-Levels & 9 GCSEs inc. English & Maths |

REFEREES Available on request