

# **LYNDSEY HALUSZCZAK**

## **PRODUCTION CO-ORDINATOR**

☎ 07800 872 992 ✉ lyndsey.haluszczak@gmail.com

### **PROFILE**

I am an enthusiastic and a resourceful Production Co-ordinator. I am assertive, reliable and understand the concept of getting the job done. I have an exceptional ability to communicate with a wide range of people at all levels and everything I do is done with initiative.

<p><b>COLD FEET SERIES 7 (Drama)</b> <i>Big Talk Cold Feet Ltd</i></p>	<p><b>Production Coordinator Block 2 &amp; 3 / Assistant Co-ordinator Block 1</b> Line Producer: Mags Conway Production Coordinator –Block 1: Helen Blyth</p>	<p>Jan 17' – Jul 17'</p>
<p><b>WILL (Drama)</b> <i>TNT</i></p>	<p><b>Travel Co-ordinator</b> Line Producer: Andrew Production Manager: Michelle Mullen Production Co-ordinator: Edward Rastelli-Lewis</p>	<p>Nov '16 – Dec '16</p>
<p><b>PARANOID (Block 3) (Drama)</b> <i>Red Production Company</i></p>	<p><b>Production Co-ordinator</b> Head of Production: Michaela Eccleston Production Manager: Clare Shepherd</p>	<p>June '16 – Sept '16</p>
<p><b>COLD FEET SERIES 6 (Drama)</b> <i>Big Talk JL Ltd Z</i></p>	<p><b>Assistant Production Co-ordinator</b> Line Producer: Mags Conway Production Coordinator: Helen Blyth</p>	<p>Nov '15 – June '16</p>
<p><b>HOUDINI &amp; DOYLE (Drama)</b> <i>Big Talk Investments/ ITV/Fox/Shafesbury US/Shore Z</i></p>	<p><b>Assistant Production Co-ordinator</b> Line Producer: Mags Conway Production Manager: Helen Blyth Production Co-ordinator: Jennifer Goulbourne</p>	<p>Jun '15 – Nov '15</p>
<p><b>FRESH MEAT SERIES 4 (Comedy/Drama)</b> <i>Objective Productions Ltd/Channel 4</i></p>	<p><b>Assistant Production Co-ordinator</b> Line Producer: Angela Murray Production Co-ordinator: Mandy Todd Production Co-ordinator: Fran Dowd</p>	<p>Jan '15 – Jun '15</p>
<p><b>A MONSTER CALLS (Feature Film)</b> <i>Apaches/Sarah Radclyffe Productions Ltd</i></p>	<p><b>Assistant Production Co-ordinator</b> Line Producer: Sarah Jane Wheale Production Manager: Clare Finnegan Production Co-ordinator: Mandy Todd</p>	<p>Aug '14 –Nov '14</p>
<p><b>BANANA (Drama)</b> <i>Red Production Company</i></p>	<p><b>Production Secretary</b> Line Producer: Angela Taylor Head of Production: Michaela Eccleston Production Co-ordinator: Caroline Bean</p>	<p>May '14-Aug '14</p>
<p><b>UTOPIA – Australia (Comedy)</b> <i>Working Dog</i></p>	<p><b>Production Secretary</b> Line Producer: Deb Herman Production Manager: Amanda Wray</p>	<p>Aug '13- Dec '13</p>
<p><b>SKINS REDUX (Drama)</b> <i>Company Pictures</i></p>	<p><b>Production Secretary</b> Line Producer: Letitia Knight Producer: Chris Clough Production Co-ordinator: Helen Blyth</p>	<p>Aug '12- Feb '13</p>
<p><b>ROCKET'S ISLAND (Children's Drama)</b> <i>Lime Pictures/CBBC</i></p>	<p><b>Production Secretary</b> Line Producer: Michaela Eccleston Producer: Timothy Compton Production Co-ordinator: Kate Larking</p>	<p>Jun '12- Aug '12</p>

<b>HEBBURN (Comedy)</b> <i>Baby Cow/Channel X North</i>	<b>Production Assistant</b> Line Producer: Mark Devlin Producer: Gill Isles Production Co-ordinator: Katie Kearney	April '12- Jun '12
<b>DOCTORS (Soap)</b> BBC	<b>Floor Runner/ Driver</b> Line Producer: Sam Hill 1 <sup>st</sup> ADs: William Hartley, Matt Adler 2 <sup>nd</sup> ADs: Hardey Speight, Lisa Wedgebury	Feb '12- Apr '12
<b>SKINS VI (Drama)</b> <i>Company Pictures</i>	<b>Production Runner</b> Line Producer: Letitia Knight Producers: Toby Welch, Neil Duncan Production Co-ordinator: Angela Taylor	Jun '11- Dec '11
<b>COMPANY PICTURES</b>	<b>Office Runner</b> Line Producer: Letitia Knight	May '11

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## DAILIES

<b>HYBPA? – Australia</b> <i>Working Dog/Ten Network</i>	<b>Production Assistant</b> Series Producer: Deb Herman Executive Producer: Michael Hirsh	Nov '13- Dec '13
<b>PERFECTION</b> <i>12 Yard Productions</i>	<b>Floor Runner (4 days)</b> Producer: Robert Elliot	June '12
<b>LAND GIRLS</b> BBC	<b>Floor Runner (4 days)</b> Line Producer: Trudy Coleman	April '11
<b>XFACTOR</b> <i>Talkback Thames</i>	<b>Runner (Auditions)</b> Production Secretary: Joe McDermott	Feb/March '11
<b>COVENTRY COUNCIL (TVC)</b> <i>Rapid Productions</i>	<b>Runner (2 days)</b> Producers: Matthew Cooke, Vince Lund	December '10
<b>CITY OF HELL</b> <i>N.W Productions</i>	<b>Floor Runner (1 week)</b> Producers: Nathan Williams, Tim Watchorn	Nov'09
<b>MONEY KILLS</b> <i>Feel Media Productions</i>	<b>Floor Runner (2 weeks)</b> Line Producer: Luke Openshaw Producer: Lee Murphy	Sept '09

## EDUCATION

2:1 BSc Hons- Film Production Technology, Staffordshire University 2010

## RELEVANT SKILLS;

- o Proficient at script distribution, amendments, call sheet and sides
- o Capable of sourcing accommodation; hotels and flats and booking travel for cast and crew
- o Confident using Scenetime to distribute and watermark documents
- o Liaising with insurance companies regarding statement of health forms and drivers declarations
- o Setting up accounts for office and location facilities
- o Full, Clean Driving License
- o BBC Safety Course Certified

## REFERENCES;

Michaela Eccleston	<b>Head Of Production – Red Productions Ltd</b>
Mags Conway	<b>Line Producer</b>
Angela Taylor	<b>Line Producer</b>
Angela Murray	<b>Line Producer</b>
Helen Blyth	<b>Production Co-ordinator</b>
Jennifer Goulbourne	<b>Production Co-ordinator</b>

**\*\*References are available on request\*\***