

## PROFILE

A passionate, proactive and reliable individual used to meeting tight deadlines with substantial experience in both broadcast television and film. I am diligent and confident working independently or as part of a team.

## KEY SKILLS

- Exceptional organisational and communication skills
- Competent booking couriers, accommodation & travel (including First Class)
- Experienced with international flights and working abroad
- Confident updating contact lists
- Proficient with collating and distributing production paperwork
- Experience of working within tight budgets
- Excellent knowledge of media law, copyright and child licence

## CREDITS

- Aug 18 - Present: ITV** Line Producer: Matthew Hamilton  
Production Secretary on 'A Confession' (drama series)
- Nov 17 - June 18: The Forge Entertainment** (32 weeks) Line Producer: Matthew Hamilton  
Production Secretary on 'Ackley Bridge' series 2 (drama series)
- Apr 17 - Oct 18: Red Planet Pictures** (25 weeks) Line Producer: Mark Devlin  
Assistant Co-ordinator (Guadeloupe based) on 'Death In Paradise' series 7 (drama series)
- Jan 17 - Apr 17: The Forge Entertainment** (13 weeks) Line Producer: Matthew Hamilton  
Production Secretary on 'Ackley Bridge' series 1 (drama series)
- Oct 16 - Dec 16 : Genesis Pictures** (8 weeks) Line Producer: Katie Kearney  
Production Assistant/Secretary on 'The More You Ignore Me' (feature film)
- Apr 16 - Oct 16 : AbbottVision** (25 weeks) Line Producer: Pam Roberts  
Production Assistant on 'No Offence' Series 2 (drama series)
- Mar 16 : Inflammable Films** (3 days) Line Producer: Wendy Griffin  
Add'l Production Runner on 'Journeyman' (feature film)
- Feb 16 - Mar 16 : Tiger Aspect Productions** (5 weeks) Line Producer: Mike Noble  
Production Runner on 'Boy Meets Girl' series 2 (comedy series)
- Feb 16 : Genesis Pictures** (4 days) Production Manager: Mandy Todd  
2<sup>nd</sup> Assistant Director on 'Black Road' (drama pilot)
- Jan 16 : Love Productions** (1 day) Producer: Jennifer Greenwood  
Runner on 'The Great British Bake Off' series 7 auditions (entertainment series)
- Nov 15 : BBC** (3 days) Production Manager: Angela Williams  
Production Management Assistant on 'Celebrity Mastermind' (entertainment series)
- Jul - Oct 15 : Channel X** (15 weeks) Line Producer: Dominique Molloy  
Production Runner on 'So Awkward' series 2 (children's drama series)
- May 15 - Jul 15 : BBC** (5 days) Production Manager: Kaela Langan/Angela Williams  
Production Management Assistant on 'Mastermind' (entertainment series)
- June 15 : Little Island Productions** (9 days) 1<sup>st</sup> AD: Tom Dunbar  
Base Runner / Add'l Floor Runner on 'Close to the Enemy' (period drama series)
- May 15 : Fox UK Productions Ltd** (3 days) 1<sup>st</sup> AD: Katterli Frauenfelder  
Add'l Crowd PA on 'Miss Peregrine's Home for Peculiar Children' (feature film)
- Apr - May 15 : Objective Productions** (15 days) Line Producer: Angela Murray  
Add'l Production Runner on 'Fresh Meat' series 4 (comedy drama series)
- Apr 15 : Carnival Films** (5 days) 1<sup>st</sup> AD: Matthew Hanson / Richard Harris  
Floor Runner / Base PA on 'The Last Kingdom' 2<sup>nd</sup> Unit (period drama series)
- Feb - Apr 15 : Flare Film** (5 weeks) Line Producer: Kevin Proctor  
Production Assistant on 'Away' (feature film)
- Dec 14 : Midsummer Films** (3 days) 1<sup>st</sup> AD: Edward Brett / Nick Simmonds  
Add'l Floor Runner on 'Hunter's Prayer' (feature film)
- Jul 14 - Aug 14 : Flare Film** (4 weeks) 1<sup>st</sup> AD: Dominic Davey  
Floor Runner on 'The Messenger' (feature film)

#### RELEVANT EMPLOYMENT

**May 11 - Jan 16: Fabric Digital Agency** (ad hoc over 5 years)

**Camera Operator / Video Editor** (corporate videos)

- Filmed live events and promotional video
- Edited and chroma keyed studio footage to cut with stock footage
- Creation of company show reel

**Sep 10 - Aug 13 : Morph Studio** (3 years)

**Office Manager / Video Editor** (corporate videos)

- Planning and co-ordination of location and studio shoots
- Creation and assignment of daily work schedule for employees
- Organisation of company finances
- Liaising with clients on a daily basis
- Management of social media campaigns for clients
- Website data entry and video editing

#### EDUCATION & EXTRACURRICULAR ACTIVITIES

2013 - 2015 : MA in Fiction Film Production : Student Representative

2008 - 2011 : BA (Hons) in Film and Media & English Literature : Anime & Manga Society

2006 - 2008 : 3 A-Levels inc English Literature : Media Club

2001 - 2006 : 8 GCSE's grade A-C inc Maths and English : Athletics and Cross Country Teams

#### HOBBIES & INTERESTS

Whilst I am used to working long hours, in my spare time I enjoy reading, watching films and TV and taking my dog for long walks. I also enjoy horse riding, having competed very successfully at a national level with wins at the Horse of the Year Show and the Royal International.

#### REFERENCES

**Matthew Hamilton**

Line Producer

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**Lou Adamson**

Production Co-Ordinator

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