

# Charlotte Dudson

Production Secretary

T: 07512 817 466

E: charlottedudson@live.co.uk

---

Production Secretary with experience in television drama and feature film.

Based in the North West.

---

## TV and Film Credits

**HAT HAIR** (2016) | Lime Pictures for Netflix  
Production Secretary  
Line Producer: Mary Owen

**JAWBONE** (2016) | Emu Films  
Production Secretary  
Line Producer: Donna Mabey

**THE GIRL WITH ALL THE GIFTS** (2015) | Gift Girl Ltd.  
Production Secretary  
Line Producer: Ben Rimmer

**TIMECRASHERS** (2015) | Wall to Wall for Channel 4  
Travel Production Secretary  
Line Producer: Letizia Di Veroli

**SCOTT AND BAILEY 4** (2014) | Red Production Company for ITV  
Production Runner  
Line Producer: Jonathan Leather

**HAPPY VALLEY** (2013) | Red Production Company for BBC  
Production Runner  
Line Producer: Jonathan Leather

**BY ANY MEANS** (2013) | Red Planet Pictures for BBC  
Production Runner  
Line Producer: Alison Gee

---

## IN HOUSE

**Darlow Smithson Productions** (2012/2013) | Office Runner

**360 Production** (2012) | Development  
Development Assistant

**Key Skills:**

- Administratively supporting the daily running of the production office.
- Organising cast and crew accommodation and travel.
- Organising international travel for overseas filming.
- Finding and managing rental properties for crew.
- Organising hire vehicles and action vehicles insurance cover.
- Hiring and sourcing equipment.
- Production paperwork.

**Education:**

- BA Modern History with Economics, University of Manchester
- Post Grad Certificate Film & TV, University of Birmingham

**References:****Mary Owen – Line Producer, Hat Hair**

Tel – 07710 125 298

Email - mowen@limepictures.com

**Donna Mabey - Line Producer, Jawbone**

Tel – 07919 181 181

Email – mabeydonnaoffice@gmail.com