

Elena Rubio Hall

Production Coordinator

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Available from February 2020

PROFILE

Experienced Production Coordinator in high-end TV drama with own transport and fluent in German. Looking for opportunity to step up to Production Manager.

Experience includes crew and artist contracts, booking daily crew and additional equipment, progress reports, national and international travel and accommodation, shipping, scripts and clearances.

TV DRAMA

Black Narcissus BBC/FX Productions	Production Coordinator DNA Television	Aug' 19 – Jan' 20 Pinewood Studios & Nepal	LP: Cahal Bannon PM: Helen Bater
Sanditon Series 1 ITV	Production Coordinator Red Planet Pictures	Nov' 18 – Jul'19 Bristol	LP: Ian Hogan PM: Henry Woolley
Good Karma Hospital Series 3 ITV	Production Coordinator Tiger Aspect Drama	Jun'18 – Nov' 18 Galle, Sri Lanka	Prod: Rosemary McGowan LP: Trevor Ingman
Unforgotten Series 3 ITV	Production Coordinator Mainstreet Pictures	Dec'17 – Jun'18 London	Prod: Guy de Glanville LP: Ani Kevork
Humans Series 3 Channel 4	Production Coordinator (B1&2) Kudos Film and Television	Jul – Nov'17 London	Prod: Vicki Delow LP: Lorraine Goodman
The Tunnel Series 3 Sky Atlantic	Production Coordinator Kudos Film and Television	Jan – Jun '17 Sandwich (Kent)	LP: Gina Marsh PM: Sophie MacClancy
Broadchurch Series 3 ITV	Assistant Production Coordinator Kudos Film and Television	Apr – Oct '16 Bristol	LP: Gina Marsh PM: Helen Bater
Him ITV	Production Secretary Mainstreet Pictures	Dec '15 – Mar '16 London	LP: Guy de Glanville PM: Ani Kevork

Galavant Series 2 ABC	Assistant Production Coordinator Disney/ABC Studios	Jun – Dec '15 Bristol	Prod: Helen Flint LP: Jean Holdsworth
New Tricks Series 12 BBC	Production Secretary (B4&5) Headstrong Pictures	Apr – Jun '15 London	LP: Ian Scaife PM: Maree Gecks
Galavant Series 1 ABC	Production Secretary Disney/ABC Studios	Aug – Oct '14 Bristol	Prod: Helen Flint LP: Jean Holdsworth
Wolf Hall BBC	Travel Coordinator Company Pictures	Mar – Aug '14 Bristol	LP: Noëlette Buckley PM: Vaughan Watkins

EDUCATION

Bournemouth University 2012 – 2013	MA Producing Film and Television Distinction
University of Bristol 2008 – 2011	BA (Honours) Drama: Theatre, Film and Television 2:1

SKILLS AND QUALIFICATIONS

Driving	Clean driving licence; own vehicle with business insurance
Languages	Native speaker of German and English (bilingual) Basic conversational Spanish
Qualifications	Safety Management in Film & TV Production (June 2018) 1 st Option Health and Safety Training (April 2016) Production Guild Member
Software	Microsoft Office Final Draft 9 Scenetime ABC/Disney's Studio Networking App (SNapp) Bronson Watermarker PDF Mailer We Got Pop Onboarding & Distribution Service Movie Magic Scheduling 6 & Budgeting 7 (Production Guild Course 2019)