

Sara Assad-Mannings

Script/Production Secretary

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Personal Statement

TV has a contract with its audience, to entertain, educate and inform. Be it drama, comedy or documentary I am passionate about TV and the profound effect it can have in exciting and influencing audience opinion.

I work well as part of a team, I am a strong communicator, and able to remain exceptionally calm under pressure. I am reliable, have the ability to prioritise and remain focused, and maintain a good balance between discipline and a sense of humour at work.

Professional Skills

- Fully Final Draft literate
- Proficiency in all areas of Microsoft Office
- Full Driver's Licence
- Qualified first-aider

Employment History

Production Runner/Secretary, Fudge Park Productions, White Gold

(August – November 2016)

- Stepped up to Secretary for 10 filming days
- Making/Issuing Sides
- Hotel/Travel bookings
- General Administrative work

Script Secretary, Hat Trick Productions, Power Monkeys

(April – July 2016)

Responsibilities:

- Typing/Formatting scripts in Final Draft. Issuing amendments/revisions.
- Inputting information for Silvermouse.
- Making/Issuing sides.
- Inputting topical additions into master script
- Inputting information for daily Progress Reports

Production Runner, Working Title TV, Yonderland

(Jan – April 2016)

Responsibilities:

- Making/Issuing sides
- General administrative work
- Organising stationery/equipment orders and liaising with suppliers

Team Assistant, Little Gem

(July 2015 – January 2016)

- Maintaining and organising the company filing system
- Answering incoming calls
- Logging
- Running professional errands

Production Runner/Locations Assistant (Work Experience), Warp Films Ltd, This is England '90

(January - February 2015)

Other Work Experience

Barmaid Havana Bar, Headingley August 2013 – December 2013

I worked here in the first semester of my second year, as a part time job.

Waitress The Corner Café, Leeds January 2014 – February 2015

I worked here, mainly in the kitchen organising mains orders, or takeaways. This was a part-time job, alongside my studies at Northern Film School.

Barista Montezuma's Chocolate May 2014 – September 2014

I worked here over the summer after my second year.

Business Administration – Intermark Medical Innovations June 2014 – September 2014

I worked here over the summer after my second year.

Waitress Hood June 2015 – July 2015

I worked here part time prior to getting a broadcast job.

Education

Northern Film School

(2012 - 2015)

- BA Film & Moving Image Production – 1st Class Honours

Graveney School

(2010 - 2012)

A-levels:

- General Studies – A
- English – B
- Government & Politics – D

Graveney School

(2008 – June 2010)

- 12 GCSEs, grade A*-C, including Maths and English

References

Debbie Pisani – Line Producer

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E: debbiepisani@me.com

Ben Gale – Managing Director (Little Gem Ltd)

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