

Amelia Berry

PRODUCTION SECRETARY

CONTACT



07903 543 299



ameliakateberry@gmail.com

EDUCATION

UNIVERSITY OF NOTTINGHAM / 2008 – 2012

BA French and Philosophy 2:1

PROFILE & SKILLS

- Professional and highly organised, with excellent administration, written, and verbal communication skills
- Extremely adept at working both independently and as part of a team
- I am dedicated, hardworking, flexible, and am used to working long and antisocial hours
- BBC trained in Production Safety, Children and Young People as Contributors in Drama, Data Protection, Fair Trading, and Child Protection.
- Fluent in spoken and written French
- Experienced in the writing of cast, crew, and stunt contracts.
- Experience of using Scenechronise, Droidbox, Excel, and BBC Huddle

REFERENCES

Glen Wiggall – Production Coordinator – The White Princess : 07786 014 093

Mel Claus Crawford – Production Coordinator - Crazyhead: 07799 968 800

EXPERIENCE

THE WHITE PRINCESS // COMPANY TELEVISION

August 2016 – November 2016, Production Secretary, 8 x 1hr episodes

CRAZYHEAD // URBAN MYTH FILMS

May 2016 – August 2016, Production Secretary, 6 x 1hr episodes

SHERLOCK SERIES IV // HARTSWOOD FILMS

February 2016 – May 2016, Production Runner, 1 X 90 min episode

ZUBR VIRTUAL REALITY LTD // PRODUCTION ASSISTANT

November 2015 – February 2016

Helping to draft project proposals, office management, hiring interns and attending filming and photography sessions.

SHAKESPEARE FOR BBC BITESIZE // A PRODUCTIONS

November – December 2016, Production Coordinator 10 X 10 min episodes

THIRTEEN // BBC GRAFTON HOUSE PRODUCTIONS

June – November 2015, Production Runner, 5 x 1hr episodes

WILDSCREEN FILM FESTIVAL // EVENTS ASSISTANT

October 2014

FILMS AT 59 // FRONT OF HOUSE ASSISTANT

September 2014 – May 2015

FILMS AT 59 // RUNNER & RUNNER DISPATCH COORDINATOR

May – September 2014

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