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[IMDb Profile](#)

### About Me

An adaptable and sharp thinker, with a strong attention to detail. A passion for films, TV series, documentaries and commercials. Experienced Documentary Assistant Producer and TV Episodic Assistant Production Coordinator. Proficient in Microsoft Suite and SetKeeper, full clean drivers licence.

### Film Credits

- 2024 Assistant Production Coordinator | Small Town Big Story | SKY Studio**  
6 episodes, shot in Ireland from September – December 2023
- 2024 Assistant Production Coordinator | Faithless | Virgin Media Television**  
6 episodes, shot in Ireland from April – May 2023
- 2023 Trainee Assistant Director | Baltimore | Amazon**  
Irish Feature Film nominated for Best Film at BFI London Film Festival 2023
- 2022 Assistant Producer | Young Plato | Soilsiú Films**  
IFTA 2022 Winner for Best Feature Documentary, multi award winning Co-Production Documentary shot in Northern Ireland
- 2022 Assistant Producer | Girl, Taken | Soilsiú Films**  
Durban International FF 2022 Best South African Documentary Film, South African Co-Production Documentary shot in South Africa
- 2022 Production Assistant | Much Ado About Dying | Soilsiú Films**  
IDFA 2022 Winner for Best Directing, Co-Production Documentary shot in England

**Additional work includes:** casual work as an Assistant Extras Coordinator on **Freud's Last Session** (Feature Film), Trainee AD on **Baltimore** (Feature Film), Trainee AD / Production Assistant roles on a variety of commercial's including brands such as Jameson, Heineken, Tullamore Dew, Fáilte Ireland and more.

## Skills Profile

### **Small Town, Big Story** - June to December 2023

#### Assistant Production Coordinator

- Prepared and managed all contracts for a crew of approx. 400 throughout the duration of 7 months of the shoot.
- Responsible for the management and coordination of Call Sheets, Schedules, Scripts and services facilities agreements.
- Successfully led all logistics for travel and accommodation for cast and crew.
- Managed the preparations and maintenance of the production and crew offices.
- Production department POC on studio days. Supervised the preparation and running of studio shoot days.
- Lead POC in production for the core cast members: ensuring their travel, accommodation and general needs were met.

### **Faithless** – March to June 2023

#### Assistant Production Coordinator

- Lead contract management for the crew of approx. 200 and all service facilities agreements.
- Successfully managed the logistics, travel and accommodation for all cast and crew.
- Solely responsible for the distribution of Call Sheets, Schedules, Scripts and updated information to cast and crew.
- Ensured the smooth running of all child cast members. Responsibilities included:
  - Preparing and monitoring child licences.
  - Ensuring appropriate working hours were adhered to.
  - Monitoring the work environment ensuring it adhered to the 'Protection of Young Persons (Employment) Act 1996' guidelines at all times.
  - Monitored child cast members working hours – ensuring they were in line with the industry standards.

### **Soilsíú Films** – November 2020 to March 2023

#### Assistant Producer

- New Business / Funding: Researching pitching forums and Co Producer Markets for potential collaboration. Working closely with producers to source funding opportunities and assist in the funding applications process.
- Production Support: Liaising and working with directors, producers, editors, sale distributors to ensure all productions are set up, run according to schedule and all deliverable deadlines are met.
- Financial focus: company bookkeeper responsibilities which include managing cost reports, cash flows, invoices, VAT returns, bank statements, monthly payroll, work alongside the accountant to ensure the accounts are in order.

- Organisational management : arrange accommodation and travel itineraries for visiting production teams.
- Festival Coordinator at Doc Days at Guth Gafa Online Documentary Film Festival: responsibilities included sourcing and managing the online festival platform, assisting with sourcing the films and liaising with the directors / producers / sales agents. Monitoring the attendee's and overseeing the social media for the event.

**A Touch of Ireland, Co Dublin – February 2018 to December 2019**

Events Account Coordinator

- Managing the planning and logistics of tours around Ireland. This included arranging transport, accommodation, activities for leisure and producing personalised itineraries.
- Key support in the management of numerous clients and projects. Tasks included budget management, negotiation prices with supplies, and relationship management with new and existing clients and supplies.
- The nature of the role ensures that I work with tight timing and budgets, regularly negotiating prices with third party supplies. It was my responsibility to create and keep long term partnerships by adding values to our client's experience and putting the customers first at all times.
- Point of contact for clients and management of all ground handling requirements.

***References Available upon Request***