

Advertising / Post Production / Other

- Oct 2018 **Freelance - Production Manager/Producer/Coordinator**
Jan 2019 Freelance work as a Production Manager, Producer, Coordinator for various Production companies
- Mar 18 to **The Producers - Production Manager**
Oct 2018 Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets, permitting locations
- Feb 17 to **Flinders Lane Productions – Production Manager**
Mar 2018 Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets and production books
- Aug 16 to **GPY&R – Production Manager**
Feb 2017 General admin management, estimates and purchase orders, Talent contracts and Rollovers, TVC despatch, management of internal shoots.
- July 13 to **Flinders Lane Productions – Production Manager / Coordinator**
July 2016 Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets and production books
- Nov 07 to **Spinach Advertising – In-house Producer / Office Manager**
Oct 2008 General office management, 'Quality Assurance System' audits, client estimates, invoices, booking; editors, studios, equipment and travel,
- May to Oct **Keystone Recruitment (UK)**
2007 Various administrative assignments for a range of corporate offices and Production companies in London
- Dec 05 to **George Patterson Y&R Freelance – TV Dept Coordinator**
Apr 2006 Negotiating talent roll overs, preparing estimates & purchase orders, dispatching TV & Radio dubs, research, staff training, general admin
- Sep 03 to **Plush Films – Production Coordinator / Office Manager**
Dec 2005 General office management and admin, accounts, banking, research, job reconciliations, booking: crew, studios, flights, catering, equipment, accommodation, car hire and locations
- Sep 01 to **MRPPP (Mike Reed's Post Production) – Post Production Coordinator**
Sep 2003 Liaising with agencies and production companies, overseeing jobs, preparing estimates, scheduling jobs, quality control, research & material sourcing
- Feb 00 to **Colors Advertising Pty Ltd – Production Assistant**
Jul 2001 General office admin, negotiating talent contracts, dispatching TV and Radio dubs, FACTS approval, booking: studios and catering
- Aug 98 to **Bob Jane International Trading – Personal Assistant**
Jan 2000 Personal Assistant to the Director (Bob Jane). Organising travel, screening calls & written correspondence, client & distributor liaison, diary & boardroom bookings, general secretarial and admin

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Feature Film / TV Series

June to July 2013	The Project – Production Coordinator <i>(temp)</i> PM: Anna Mantzoros	TV Series Roving Enterprises
Feb to May 2013	The Broken Shore – Production Coordinator PM: Ben Lowe Dir: Rowan Woods	Telemovie Essential Media
Oct to Dec 2012	Twentysomething (series 2) – Production Coordinator PM: Naomi Mulholland Dir: Jess Harris & Mika Tran	TV Series Twentysomething Prod.
Aug to Oct 2012	I Frankenstein (add'l photography) - Production Coordinator UPM: Sarah Newman Dir: Stuart Beattie	Feature Film I Frankenstein Productions
July to Aug 2012	Upper Middle Bogan – Production Secretary <i>(temp)</i> PM: Ben Grogan Dir: Wayne Hope	TV Series Gristmill
Nov 11 to June 2012	I Frankenstein - Production Secretary UPM: Anne Bruning Dir: Stuart Beattie	Feature Film I Frankenstein Productions
Jan to Nov 2011	World Strictest Parents (series 3) - Production Coordinator Prod: Deb Byrne Dir: various	TV Series Seven Network
Oct 2010	Any Questions For Ben – Production Assistant PM: Lisa Wang Dir: Rob Sitch	Feature Film Working Dog
Sept 2010	The 7PM Project – Production Assistant PM: Anna Mantzoros Dir: various	TV Series Roving Enterprises
Aug 2010	Bed of Roses – 3rd Assistant Director <i>(additional days)</i> PM: Jenny Barty Dir: Ted Emery	Drama Series Tindale Rd Films
May to July 2010	The Killer Elite – Production Secretary (2nd Unit) PM: Jen Cornwell Dir: Kimble Rendall	Feature Film The Killer Elite
Oct 09 to Feb 2010	Ultimate School Musical (season 1) – Production Assistant Prod: John Tabbagh Dir: Richard Frank	TV Series Fremantle Media
June to Sept 2009	Don't Be Afraid of the Dark – Runner for Katie Holmes Prod: Stephen Jones Dir: Troy Nixey	Feature Film Odinpro/Miramax
April to June 2009	Project Runway (season 2) – Runner Prod: Lisa Potasz Dir: Richard Smead	TV Series Fremantle Media
Nov 2008	Bill's Holiday – Production Assistant Prod: Andy Power Dir: Bruce Permezel	Drama Series Bills Films
Sep 06 to Feb 2007	City Homicide (pilot) – Assistant to the Producer Prod: Jo Porter Dir: Emma Freeman	Drama Series Seven Network
Jun to Jul 2006	Apne – Production Assistant Bollywood feature film shot in Thailand	Feature Film Glamour Entertainment