

PROFILE

Karen is self-motivated, reliable professional with strong administration & customer service skills. High level of attention to detail with the ability to work under pressure.

Experience across various sectors, Finance industry & Film/TV, Karen is multi skilled extremely efficient and organised with a strong drive. She is a very strong communicator and has a confident and capable manner.

CONTACT

PHONE:
0402 340 858

EMAIL:
Karenleigh30@bigpond.com

HOBBIES

Yoga
Art
Cooking
Film/ TV

MISC

Working with Children - Current Full Check

Police Check – Current Full Check

Citizenship – Australian

Licence – Full Drivers Licence

KAREN LEIGH SMITH

EDUCATION

JAMES COOK UNIVERSITY - TOWNSVILLE

2009 - 2012
Visual Art and Photography

DIPLOMA OF FINANCIAL PLANNING

2004 - 2005

WORK EXPERIENCE

Producers Assistant – Apple Cider Vinegar

July 2023 – Current

Assistant Production Coordinator – Neighbours

April 2023 – June 2023

Assistant Production Coordinator – Sleeping Dogs

December 2022 – March 2023

Assistant Production Coordinator – La Brea S2

April 2022 – November 2022

Production Secretary – Savage River

January 2022 – April 2022

Producers Assistant – FIRES

February 2021 – September 2021

Extras Coordinator – New Gold Mountain

October 2020 – December 2020

Script Coordinator - Shaun Micallef - Mad as Hell

May 2019 – October 2019

Production Secretary – Measure for Measure

September 2018 – November 2018

Production/Travel Assistant – True History of The Kelly Gang

May 2018 to September 2018

Production Assistant/Audience Coordinator - *Sideliners*

May 2017 to December 2017

Accounts Assistant – *Mustangs FC*

December 2016 to April 2017

Production Manager – *The Extraction*

August 2016 to October 2016

Accounts Assistant – *Nowhere Boys*

April 2016 – August 2016

Extras Casting Coordinator/Casting Assistant - *Neighbours*

March 2015 – March 2016

Sass Management - Talent Agent

March 2014 – February 2015

Co-Producer/Production Manager – *Dirty, Clean & In Between*

September 2014 – November 2014

Audience Coordinator – *Family Feud*

August 2014 – September 2014

Various film/TV productions

2008 –2014

- Assistant Director
- Extras casting coordinator
- On set PA
- Cast driver
- Art department assistant

Banking & Financial Planner -

1999 – 2005

- Personal Banker
- Financial Planner
- Risk Adviser

PROFESSIONAL REFERENCE

Elisa Argenzio
Producer
Contact # - On request

Thea Mcleod
Casting Director
Contact # - On request

Paul Ireland
Producer/Director
Contact # - On request
