

Felicity Parker-Hill

2024 Resume

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I am a team player, fast learner and a spreadsheet lover. I always strive to create a positive work environment and come into work with a 'can do' attitude. I am adaptable and open to learning new things.

Filmography

Tipping Point Series 1

Casting Coordinator Endemol Shine / Channel 9	20 SEP - 16 FEB	2023-24	* Coordinating interstate contestant travel
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Surviving Summer Season 2

Assistant Production Coordinator Werner Film Productions / Netflix	19 DEC - 6 APR	2023	* 2 weeks pre production and 2 weeks mid production I filled in as Travel Coordinator
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La Brea Season 2

Assistant Costume Coordinator NBC Universal / Matchbox Pictures	26 APR - NOV 29	2022
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Summer Love

Production Secretary Gristmill Productions / ABC	24 JAN - 14 APR	2022
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Truth or Drink

Producer Cut / YouTube	14 Jan (Daily)	2022
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Whatever Scares You

Production Coordinator (Pre Prod) Back to Back / SBS	10 JAN - 20 JAN	2022	* this was a fill in role as I was already signed onto Summer Love
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Shantaram

Extras Covid Testing Coordinator Paramount / Apple TV	18 OCT - 17 DEC	2021
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Five Bedrooms S3

Production Secretary Hoodlum Productions / Paramount +	15 JUN - 13 OCT	2021
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Surviving Summer Season 1

Production Runner Werner Film Productions / Netflix	08 FEB - 20 MAY	2021
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Niram

Production Runner Good Thing Productions / Stan	01 NOV - 15 DEC	2021
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Road to Boston

Assistant Director
Hipwell Productions
09 JAN - 2020
22JAN

Safe in Sound

Producer
SAE Capstone Film
14 AUG - 2020
18 DEC

Across Borders

Producer
SAE Capstone Film
08 FEB - 2020
12 DEC
***2022 Official Flickerfest selection**
Best of Australian Films tour

Work Experience (Prior to Film)

City of Greater Geelong

Lifeguard
Oct 2019 - Present
Key Responsibilities: Safety, Supervision, Emergency Response, First Aid

Screen Actors Australia

Acting Teacher / Coach
Dec 2015 - March 2020
Key Responsibilities: Class Planning, Working with children/teens aged 5-18, communication with families

Pivot Stove & Heating

Admin / Aftersales Manager
Jan 2016 - Dec 2018
Key Responsibilities: Communication with customers, problem solving, product knowledge, managing warranty department

Adventure Park

Lifeguard / Ride Operator / 'Ride Buddy'
Oct 2014 - Mar 2019
Key Responsibilities: Safety, supervision, ride operation, customer service, first aid

FU Chinese Restaurant

Front of house / Manager
March 2012 - Dec 2016
Key Responsibilities: Floor management, food handling, customer service, balancing till

Qualifications

Bachelor of Film Production,
Pool Lifeguard, Senior First Aid, CPR, Emergency Oxygen Administration, Cert III Community Services,
Cert II Childrens Services, Cert II Retail Make up & Skin Care, Current Working with Childrens Check

Software

EzyPO Digital Paper Flow Money Penny Expensify MYOB DEAR
Microsoft Office - Excel, Word, Powerpoint, Google Doc
Adobe Acrobat, PDF, Zoom
Serko, Cast-it-reach

Area's of experience

Call sheets, DPRs, DWR, AD Report, Purchase Orders,
Runner management, Office management, Printer troubleshooting, First Aid
Social Media Content, EPK
High volume travel bookings, Travel Movement Orders, Budget tracking

References - *Contact details on request*

Paula Salini, Production Manager 'Surviving Summer

Katherine Milne, Costume Designer 'La Brea Season 3'

Rachel Forbes, Line Producer 'Summer Love'