

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

ABC – Aquarius Films – **Production Secretary – Savage River**
Jan 2022 – Apr 2022

ABC – FIRES Productions – **Producers Assistant – FIRES**
Feb 2021 – Sep 2021

SBS - Goalpost Productions – **Extras Coordinator – New Gold Mountain**
Oct 2020 – Dec 2020

ABC – **Script Coordinator - Shaun Micallef Mad as Hell**
May 2019 – October 2019

M4M Productions Pty Ltd - **Production Secretary – Measure for Measure**
September 2018 –November 2018

Punk Spirit Productions – **Production/Travel Assistant – True History of The Kelly Gang**
May 2018 to September 2018

ABC - **Production Assistant/Audience Coordinator - Sideliners**
May 2017 to December 2017

Matchbox Pictures - **Accounts Assistant – Mustangs FC**
December 2016 to April 2017

Xyclo Media - **Production Manager – The Extraction**
August 2016 to October 2016

Matchbox Pictures - **Accounts Assistant – Nowhere Boys**

April 2016 – August 2016

Fremantle Media - **Extras Casting Coordinator/Casting Assistant - Neighbours**

March 2015 – March 2016

Sass Management - Talent Agent

March 2014 – February 2015

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

September 2014 – November 2014

Fremantle Media - **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

- Bank teller
- 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
