

# MARIA ROMAS

## PRODUCTION. POST. TRAVEL

**E:** mariaromas@outlook.com

**M:** + 61 (0) 419 558 513

**Agent:** Freelancers Promotions | +61 3 9682 2722 | info@freelancers.com.au

### PROFESSIONAL PROFILE

I am highly skilled in coordination and organisation, bringing precision and adaptability to every project. As a Travel Coordinator at NEP Group, I managed complex travel logistics for the *Network Seven – Summer of Cricket Season 2024*, ensuring smooth execution and cost efficiency. My work on *Neighbours* further sharpened my ability to manage fast-paced schedules, tight deadlines, and cross-department communication. I excel at juggling multiple tasks, anticipating challenges, and delivering seamless support to the creative teams. Whether coordinating flights or facilitating production needs, I consistently bring structure and clarity to dynamic environments, keeping everything and everyone on track. I am eager to apply my organisational expertise to roles that allow me to contribute to the success of creative and logistical teams, whether in fast-paced production environments or on location.

### SCREEN AND TV CREDITS

Assistant Production Coordinator	<b>Genepool Productions</b> TAC Documentary: Only Human	<b>Line Producer:</b> Cathy Rodda	2025
Travel Coordinator	<b>NEP Group</b> Network Seven - Summer of Cricket	<b>General Manager:</b> Jeff Coleman	2024-2025
Post-Production Coordinator	<b>Fremantle Media</b> Neighbours – TV Series	<b>Producer:</b> Jason Herbison & Andrew Thompson	2023
Co-Producer	<b>Little Train Creative</b> Meow Bow Wow – Short Comedy	<b>Producer:</b> Bronwen Lane	2019
Production Assistant	<b>Little Train Creative</b> Bad Dad – Short Horror	<b>Producer:</b> Bronwen Lane	2019
Production Assistant	<b>Paul Parker Productions</b> Where To From Here – Short Drama	<b>Producer:</b> Paul Parker	2018
Series Editor	<b>Chris Jackson Productions</b> Creatives On The Couch – TV Series	<b>Producer:</b> Chris Jackson	2017-2016
Production Assistant	<b>RMITV Production House</b> The Assenders – TV Series	<b>Producer :</b> Mike Gorrie & Alex Grimes	2016
House Manager	<b>RMITV Production House</b> Live At The Kaleide – TV Movie	<b>Producer:</b> Mimo Mukii & Jessie Upward	2016
Series Editor	<b>RMITV Production House</b> The Leak – TV Series	<b>Producer:</b> Seonaid Drummond & Andrew Fenaughty	2016-2015

## EDUCATION

Bachelor of Communications (Media) Advanced Diploma of Screen & Media  
RMIT University RMIT University

Diploma of Screen & Media  
RMIT University

## SKILLS AND CAPABILITIES

Production Management  
Project Management  
Call Sheet Preparation  
Travel and Logistics  
Broadcasting  
Media Production  
Attention-To-Detail

Pre-Production Support  
Organisational Skills  
Communication Skills  
Collaborative and Flexible  
Scheduling  
Research and Analysis  
Content Creation

Microsoft Word  
Microsoft Excel  
Microsoft Teams  
Zoom Workplace  
Google Workplace

## REFERENCES

### **Jeff Coleman**

General Manager, NEP Group  
*Contact details available on request*

### **Lisa Brougham**

Crewing, Production & Travel Supervisor, NEP Group  
*Contact details available on request*

### **Veronyka Campbell**

Senior Travel Coordinator, NEP Group  
*Contact details available on request*