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CAREER SUMMARY

I have been writing, directing, producing and editing for over nineteen years; producing and directing corporate videos, music videos, commercials, television content and short films. I produced a television series for three years and freelance as a Producer, Line-Producer, Production Manager, Locations Manager and Assistant Director on feature films.

Role	Responsibilities	Dates
Producer/ Director/ Editor Thought Juice Films (Commercials, Music Videos, Corporate Films, Short Films, Workshop facilitator)	<ul style="list-style-type: none"> • Creatively interpreting client brief Writing scripts and treatment Sourcing and booking crew and cast • Locations/ Scouting/ Contracts & Technical Realising client vision within the budget Directing shoots • Editing • Running workshops to develop talent 	February 2006- Current
Assistant Director (TV Pilot) Corestar Media Wake Me Up	<ul style="list-style-type: none"> • Scheduling • Risk Assessments & Health & Safety • Managing set on the shoot 	November 2022
Producer , Locations Manager (Short Film) Sumin Kim A Certain Night	<ul style="list-style-type: none"> • Script breakdown & Budgeting • Attaching HODs • Sourcing locations • Risk Assessments • Managing team 	October 2022
Writer, Director (Short Film) Lucia Edwards Productions Becoming Angelique	<ul style="list-style-type: none"> • Writing screenplay • Storyboards, shot lists • Directing the performances • Inspiring the crew 	September - October 2022
Director, Editor, Producer (Documentary) Claudia Jones Foundation Thinking Space Evaluation	<ul style="list-style-type: none"> • Writing and developing a treatment • Scripting concept • Shot list/ storyboards • Director performance and guiding interviews • Editing the documentary 	September 2022
1st Assistant Director (Mini-series) Crawley Film Institute Romeo. Hotel. Eleven	<ul style="list-style-type: none"> • Script breakdown & Scheduling • On set management • Mentoring young trainee filmmakers 	July – August 2022
1st Assistant Director (Feature Film) Elijah Productions Exodus/ Kacis	<ul style="list-style-type: none"> • Script breakdown, scheduling, shotlists • On set management • Health & Safety + Risk Assessments 	June – July 2022
Mentor NYFA (Short Film)	<ul style="list-style-type: none"> • Supporting young people as they make a short film 	April 2019 – October 2022
1st Assistant Director Heroes and Villains (Feature fim) Saints & Savvages	<ul style="list-style-type: none"> • Breaking down the script and scheduling around cast availability • Motivating the crew 	March – April 2022
Co-Producer ShootYou JP Morgan Chase (Recruitment Advertisement)	<ul style="list-style-type: none"> • Sourcing and liaising with Indian Production House • Advising on budget/ schedule 	November 2021- March 2022
Producer Lightening Strike Pictures Wolf Garden (Feature Film)	<ul style="list-style-type: none"> • Advising director on development of script, storyboards etc • Attaching crew • Advising on casting • Scheduling and budgeting • Contracts 	August 2019 – February 2022

1st Assistant Director Unexpected Delivery (Short Film)	<ul style="list-style-type: none"> Scheduling and managing set, health and safety 	January 2022
Writer/ Director/ Editor Don't Cry (Short Film)	<ul style="list-style-type: none"> Attaching an amazing crew Directing and editing the short Writing a short film based on a book Attaching an amazing crew Directing and editing the short 	November - December 2021
1st Assistant Director Oliver Pearn Productions On the Line (Feature Film)	<ul style="list-style-type: none"> Scheduling and motivating an amazing team to successfully complete the filming of a contained single location feature film within a week 	1 st – 6 th November 2021
Editor HarquartPearce Production House My Dead Boyfriends Girlfriend (Short Film)	<ul style="list-style-type: none"> Working with director and producer remotely to assemble and edit short film 	May – November 2021
Filmmaker Chats Palace 2 Documentaries	<ul style="list-style-type: none"> Scripting concepts Filming the documentaries Locations Permits Editing the films 	March – 10 th June 2021
Locations Manager Ewav Works Clock (Feature Film)	<ul style="list-style-type: none"> Scouting Locations within budget Locations Agreements 	June – August 2021
Producing Tutor MET FILM School	<ul style="list-style-type: none"> Teaching BA & MA students about production and running practical workshops 	March - June 2021
Line- Producer Macpoppy Films We're Too Good for this (Short Film)	<ul style="list-style-type: none"> Budgeting the film Contracts – cast, crew and locations Sourcing lights and camera within budget Sourcing crew and managing the day to day of the shoot 	May – June 2021
Producer The Dude Films Grave (Short Film)	<ul style="list-style-type: none"> Overseeing all elements of Pre-Production, Production and ensuring the quality of the film Build production schedule and budget Attaching talent, crew and locations 	November 2020- February 2021
1st Assistant Director Shogun Films Nemesis (Feature Film)	<ul style="list-style-type: none"> Scheduling film and running set Risk Assessments Health and Safety Managing the crew and cast 	September 2020
Locations Manager Big Deal Films (CBBC Short Films)	<ul style="list-style-type: none"> Sourcing locations, unit bases, parking and filming permits within the budget 	August 2020
Videographer Rosetta Arts	<ul style="list-style-type: none"> Running zoom workshop on documentary making Filming the event and conducting interviews Editing and designing the documentary 	June 2020 – December 2021
Screenwriter Shishir Paltanwale My Name is Ilsa (Feature Film)	<ul style="list-style-type: none"> Adapting previous screenplay and re-writing with new storyline. 	March – April 2020
Director/ Editor 4Creatives & Aspire Concepts No Shank Redemption (Short film)	<ul style="list-style-type: none"> Rehearsing with cast to get best delivery of their role and blocking (some non-actors) Developing style and mood Writing shot list/ storyboards Directing and creating the atmosphere for each scene Editing the rough assembly of the film 	January – February 2020
Workshop Leader Sparks	<ul style="list-style-type: none"> Running engaging workshops to facilitate young people making their own films 	January 2020 – March 2021
Production Manager The Walt Disney Company/ Lucas Films Star Wars Advertising Campaign	<ul style="list-style-type: none"> Sourcing locations and attaining permits Child licensing applications Managing the budget and confirming crew and kit within it. Ensuring a smooth running of two/ three units 	June - July 2019
Assistant Director/ Line- Producer Market Reactive	<ul style="list-style-type: none"> Scheduling and motivating crew on shoot to achieve all shots on time 	May 2019

Win, Win Commercial (Commercial)	<ul style="list-style-type: none"> Continuity reports Recruiting replacement crew and cast the night before shoot 	
Production Manager/ Location Manager Perry Productions Glamour (Feature Film)	<ul style="list-style-type: none"> Sourcing locations for ten days London shoot successfully within the budget Managing a team to ensure the unit was effectively maintained and communication was clear Successfully managing the shoot to wrap early most days 	January – March 2019
Screenwriter Mike Peden Productions LTD (Feature Film)	<ul style="list-style-type: none"> Researching biopic and creating a screenplay 	March – December 2018
2nd Assistant Director BullEight Films The Darkeness (Feature Film)	<ul style="list-style-type: none"> Inspiring the cast, wardrobe and make-up to be ready when called Creating call sheets and getting cast and crew to set on time 	September- October 2018
Crowd AD Perfect 10 (Feature Film)	<ul style="list-style-type: none"> Managing and directing the supporting cast for an i-features funded film 	August 2018
Floor Manager Gormville Productions Sky Vegas (Online)	<ul style="list-style-type: none"> Communicating with the floor on behalf of the director Keeping the studio well maintained and organised during the shoot 	June 2018
Mentor/Production Manager/1st AD LAMDA Graduation Films 2018	<ul style="list-style-type: none"> Training production students to work as 2nd AD and Production Coordinators on LAMDA graduation films Managing the production team during the shoot Scheduling three short films 	May 2018
Media Tutor Creative Beginning at Pinewood Studios	<ul style="list-style-type: none"> Creating and delivering engaging and interactive weekly filmmaking workshops 	October 2017- April 2018
Series Producer MyChannel A Different Kind of Woman/ DKW (TV Series)	<ul style="list-style-type: none"> Successfully producing and delivering over 150 episodes of DKW Researching and choosing inspiring topics & booking incredible guests, creating entertaining and informative content and formats for programs Negotiating free locations Directing location shoots and edits Managing the studio shoots Improving the quality of the program by taking it from a live show to pre-recorded 	August 2014 – November 2017
Assistant Director Eskay Movies/ Flame Visuals Romeo vs. Juliet (Bollywood Film)	<ul style="list-style-type: none"> Scheduling the entire UK shoot Call sheets Reduced costs of equipment rental and location hire by 70% 	September 2014 – November 2014
Line-Producer Ecobride (Various Feature Films)	<ul style="list-style-type: none"> Script breakdowns Scheduling and budgeting for Bollywood films seeking UK co- production 	August 2009 - 2014
Producer People Productions Cinnamon (Short Film)	<ul style="list-style-type: none"> Scheduling and editing the script to fit within the budget and shoot days, recruiting the crew Reduced the costs of location to and equipment costs to fit within the budget Winning over 52 Awards at festivals 	October - November 2013
Production Coordinator Paul Kowalski Battersea (Short Film)	<ul style="list-style-type: none"> Creating the schedule Drafting a budget Motivating the crew on set 	September – October 2012
Line-Producer The Silver Goat (Feature Film)	<ul style="list-style-type: none"> Scheduling Budgeting Sourcing locations Hiring crew & equipment Catering within the budget 	October – November 2010
Producer/ Director/ Editor Redbean Records	<ul style="list-style-type: none"> Writing treatments, developing concepts, storyboards, shotlists Scheduling Directing shoots Editing videos 	May 2008 – August 2009

Producer/ Director/ Editor TCS Town (Ad agency)	<ul style="list-style-type: none"> • Crewing & Directing and editing promotional videos 	February 2007 - 2009
Director/ Editor Rhubba.com The Audition (Comedy)	<ul style="list-style-type: none"> • Directing cast • Sourcing locations & crew • Editing 	February - May 2008
Production Manager Tomorrow London (Ad Agency)	<ul style="list-style-type: none"> • Scheduling • Call sheets • Getting the crew to their locations on time • Managing the team 	October 2006 – December 2007
Line-Producer Majorhana Records Majorhana (Feature Film)	<ul style="list-style-type: none"> • Producing the UK shoot • Managing Budget and Scheduling • Managing Crew and Assisting the Actor/ Director with Directors duties and Casting • Sourcing all props, costumes, action vehicles, locations within £2,500 budget 	July – October 2006
Line-Producer/ 1st Assistant Director Work Out (TV Pilot)	<ul style="list-style-type: none"> • Scheduling • Budgeting • Casting assistant • Raising funds for the production 	May 2006 – June 2006
Director/ Producer/ Editor EMP Media (Corporate Videos)	<ul style="list-style-type: none"> • Developing treatments with clients and responding to brand guidelines • Putting together the team, schedules & shotlists • Directing and editing celebrity interviews and the Best British Employers DVD for the Apprentice Magazine 	November 2005 – April 2006
Director/ Editor Ingram Media (Corporate Videos)	<ul style="list-style-type: none"> • Developing treatments with clients and responding to brand guidelines • Shotlist, schedules and call sheets • Crewing • Directing and editing video 	October – November 2005
Director GCAP /Make Poverty History (Music Promo)	<ul style="list-style-type: none"> • Scheduling • Sourcing Crew • Directing the shoot and Edit 	July – November 2005
1st Assistant Director Lauren De Meyer The Bag (Short Film)	<ul style="list-style-type: none"> • Scheduling • Kept cast and crew on schedule during the shoot 	February – March 2005
1st Assistant Director Nest Films (Feature Film)	<ul style="list-style-type: none"> • Scheduling and directing the crew 	July – September 2004
Script Supervisor Bushey Hill Production Kira (Short Film)	<ul style="list-style-type: none"> • Continuity and reports 	June – July 2004
Director/ Producer The Ambavaram Project (Documentary)	<ul style="list-style-type: none"> • Writing, Directing and Producing a charity documentary 	March – April 2004
Assistant Creative Director Frame of Mind (Work Experience)	<ul style="list-style-type: none"> • Writing scripts, attending client meetings, scheduling shoots, directing the edits 	December 2003 – March 2004
Production Manager ITV New York (Work Experience)	<ul style="list-style-type: none"> • Scheduling interviews, and keeping logs for Delhi shoot 	November – December 2003

Skills:

Working with actors, method trained 6 years at drama school
Editing - Adobe Premiere Pro, Davinci, Final Cut, Avid, Audacity
Screenwriting - Final Draft
Writing treatments and synopsis
Creating Moodboards – Shot Deck, Power Point
Scheduling - Movie Magic
Budgeting – XL, EP
Creating presentations and pitch decks – Photoshop, Power Point
Writing contracts
Call Sheets
Project Management – XL, Google Drive
Communication and interpersonal
Sense of humour

Hobbies & Interests:

Films - classic and contemporary
Live Music and Recorded Music
Comedy
Dancing
Theatre
Art
Travel
Walking
Swimming
Human Rights