

LAURA ZWAGA • PRODUCTION COORDINATOR

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GDPR Statement: This CV can be kept on file and distributed for employment purposes

American, British and Canadian passports • Full clean driving license

PRE-PRODUCTION

- Handling and maintaining budgets
- Organising travel and accommodation for 85+ contributors at once
- Call Sheets
- Music and literary clearance
- Booking taxis/couriers

ON SITE

- Experience working in the United States
- Fulfilling requests from talent whilst on location/in hotels
- Audience seating plans/ushering
- In spare time shoot and edit promotional videos

POST-PRODUCTION

- One year of experience in post house
- Proficient in FCPX
- Silvermouse / Soundmouse
- Requesting transcripts
- Filling out ingest forms
- Arranging final deliverables
- Albert+ (sustainability reports)

PRODUCTION MANAGEMENT EXPERIENCE

Production Coordinator <i>General Election 2019</i> BBC Events	November – December 2019
Production Coordinator <i>Festival of Remembrance 2019</i> BBC Events	October – November 2019
Production Secretary (Talent) <i>Gordon, Gino and Fred: Road Trip</i> Studio Ramsay	August – September 2019
Production Secretary <i>A League of Their Own</i> CPL Productions	June – August 2019
Production Secretary <i>There's Something About Movies</i> CPL Productions	March – June 2019
Post-Production Management Assistant <i>The Media Hub</i> BBC Studios	April 2018 – March 2019
Trainee Production Manager <i>What's Up TV</i> MAMA Youth Project	September – December 2017

OTHER TELEVISION EXPERIENCE

Talent Runner <i>Comic Relief</i> BBC	March 2019
Production Management Assistant <i>The Clash (Spotify Documentary)</i> BBC	November 2018
Talent Runner <i>Children in Need</i> BBC	November 2018
Reporter Runner <i>World War I Remembered: The Cenotaph</i> BBC	November 2018
Production Management Assistant <i>Habits of the Highly Successful</i> BBC	October 2018
Gallery Runner <i>The National Lottery Awards</i> BBC	September 2018
Event Runner <i>The Centenary of the Royal Air Force</i> BBC	July 2018
Script Runner <i>A League of Their Own</i> CPL Productions	June – July 2018
Event Runner <i>100 Years of Women's Votes</i> BBC	June 2018
Technical Runner <i>The Media Hub</i> BBC Studios	June 2018
Script Assistant <i>Sky News</i>	March – April 2018
Talent Runner <i>The Oscars 2018 (Coverage)</i> Sky Cinema	March 2018
Work Placement <i>Creative Solutions</i> Sky Media	January – February 2018
Script Intern <i>Hurricane Films</i>	March 2015 – May 2016

EDUCATION

Edge Hill University <i>First-Class BA (Hons.) Film and Television Production</i>	2014 – 2017
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REFERENCES SUPPLIED ON REQUEST