

# Aisling Seery

Production Secretary



[aislingeseery@gmail.com](mailto:aislingeseery@gmail.com)

0834735101

Dublin/willing to travel/relocate

Full clean driving license

## PERSONAL STATEMENT

Highly motivated and hardworking individual aiming to develop a career working within the Film/TV industry.

## SKILLS AND EXPERIENCE

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- Experience with Scenechronize, Setkeeper, Team Engine, Beanie, MoneyPenny, DPO, EzyPo, Final Cut Pro, Adobe Lightroom, Photoshop and Premiere Pro and Final Draft
- Proficiency in Microsoft Office programs
- Archive Clearance
- Quick Learner/Ability to complete tasks on time and to the expected standard
- Multi-tasking and the ability to work independently/with little or no supervision
- Creative
- Attention to detail

## EMPLOYMENT HISTORY

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### The Floor | BiggerStage | Travel Coordinator

Assisting in coordinating the flights, accommodation and transport of 81 U.S. Contestants, U.S. Crew, U.K. Crew and Talent. Across daily movements of the U.S. Contestants and crew. Across the budgetary needs for travel and accommodation.

### Bodkin | Higher Ground | Exec's Assistant

Executive's and Showrunner's Assistant on Bodkin Reshoots. Scheduling duties, transport duties, liaising with production, booking appointments, dealing with the daily needs of Execs and showrunners.

### Kathleen | Treasure Entertainment | Production Trainee

Mobile Phone / Internet Dongle orders / troubleshooting issues, photocopier issues and ink replenishment, creation and printing of sides daily, set up and booking of PPM/Readthrough room. Albert co-ordinator, water orders, stationary orders, kitchen supplies orders, headshots / cast wall photos, updating crew list

### Silver | Metropolitan Films | Production Secretary

Keeping production diary updated, organising couriers, daily sides, helping with progress reports, daily wrap reports, Albert coordinator for production department, doctors/physio appointments, mentorship of production trainees, updating cast list, updating crew list, updating supplier list, updating distro list, setting up offices / rooms for various departments, creating distro lists through scenechronize, water orders, stationary orders, kitchen supplies orders, POs for POC/Line Producer, headshots / cast wall photos, assets log, off-hires list with hire dates and off hire dates, general day to day paperwork including contracts.

### Bloodlands | Hat Trick Productions | Production Assistant

Duties include set up of production office, apartment welcome packs for cast/HOD's, crew access/queries with production software, doctors/physio appointments, asset tracking, file and logging of documents, updating cast list, updating crew list, creation and distribution of cast wall photos, cast welcome gifts, birthday trackers, care of production dongles, care of printers, confidential shredding, pulling collating and distributing sides, updating wall/calendar schedules, ALBERT, crew wrap gifts, wrap party

### **Der Irland Krimi | Tailored Films | Production Secretary**

Keeping production diary updated, organising daily couriers, daily sides, shipping hard drives daily, overseeing rushes, mentorship of production trainee, booking additional equipment and machinery, Drone clearance, Sourcing and clearing archive footage, equipment hire, updating cast list, updating crew list, crew notice letters, updating supplier list, updating distro list, creation of TMOs, sourcing and organising accommodation, general day to day paperwork including contracts.

### **Harry Wild | Metropolitan Films | Production Trainee**

Set up of production office. Printer/phone/wifi set up. Set up of accounts with suppliers. Overseeing printer/phone/wifi issues. Day to day duties of sides, wrap report, progress reports, expenses of production team. Set up of on set wifi. Ensuring smooth running of office and wellbeing of cast. Other responsibilities include keeping cast list updated, headshots and TMO's. Scanning / Printing Documents, Stationary orders, Water orders, Recce Packs & Lunch Orders, Welcome packs - tourist info etc for foreign cast, Keeping PPE updated, Taxi ordering.

### **Redemption | Metropolitan Films | Production Trainee**

Prep weeks of Redemption. Assisting Production Coordinator in recces, cast travel and general day to day duties. Preparing for the arrival of key cast. Set up of cast accomodation. Set up of production office. Preparing sides. Stationery orders.

### **It Is In Us All | Pale Rebel Productions | Production Assistant**

Ensuring the arrival and wellbeing of the cast. Administration work assisting the production manager including covid documents, clearances and general day to day work. Helping secure equipment to ensure smooth running of shoot. Organising flights and travel for talent. Archival clearance. Brand Clearances.

### **The Last Duel | 20th Century Studios | Covid Department**

Site managing several Covid testing departments on set. Worked alongside nurses in signing in cast and crew for Covid tests several times a week. Maintained data as private and kept it connected to the correct Covid tests

## **EDUCATION**

### **Dublin City University 2016-2019**

Bachelors in Media Studies and Politics

### **Blackwater Community School**

Leaving Certificate 2010-2016

## **TRAINING**

- ScreenSkill's Covid-19 Compliance Officer Training for the AV Sector
- ScreenSkill's Covid-19 Return to Work Training for the AV Sector
- ScreenSkill's TV Research Skills Training
- ECDL Computer Course
- First Aid
- Manual Handling Training

### **References available on request**

GDPR Statement: This CV may be kept and distributed for employment purposes

