

ALEX DE VALERA

• Production Assistant/ Production Secretary •

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EDUCATION

2021 • **Albert Initiative, BAFTA**

Completed training on '**climate change and sustainable production**'.

2015 -21 • **Trinity College Dublin**

Bachelor of Arts, European Studies (1.1) - The acquisition of two European languages, the study of the Social Sciences (Economics, Sociology, Politics), History and Philosophy.

2019 Feb-March • **Pulse College, Windmill Lane Recording Studios Intro to Film Course**

2017 -18 • **Universidad de Sevilla, Spain**

Erasmus Programme - Specialised in the History of Film and completed a dissertation in Spanish.

2009-2015 • **Wesley College, Dublin & The Institute of Education**
Secondary School

TRAINING

2022 • **BFC Production Secretary Training**

2022 • **Data Protection Essentials Certificate**

2022 • **Health & Safety Certificate**

2022 • **Excel 2019 Essential Skills**

2022 • **Emergency First Aid Training, British Red Cross**

2021 • **Albert Initiative, BAFTA**

Completed training on '**climate change and sustainable production**'.

EXPERIENCE

INDUSTRY RELATED

- 2022** **Jan- November: Production Assistant**
The Diplomat, Season One
Netflix
Producers: Debora Cahn, Janice Williams, Dan Toland
Director: Simon Cellan Jones
- 2021** **Jun- Nov: Greens Production Assistant**
Fate: The Winx Saga, Season 2
Netflix/Archery Pictures
Producers: Judy Counihan, Lis Steele, Edmund Sampson
Director: Ed Bazalgette
- 2018/19** **Nov- Feb: Bookings Intern**
MPI Artists

- Assisting the PM, LP, the Production Coordinator and APOC with new hires, the planning and coordination of their arrivals as well as the day-to-day practical and administrative tasks that the Production required.
- Running, rushes and preparing sides.
- Sourcing suppliers, quotes, price comparisons, orders and preparing POs and Petty Cash.
- Reviewing CVs and assisting the PM with hiring crew.
- Assisting the Contracts Coordinator with drafting and issuing employee contracts.
- Assisting the Head of Covid Compliance with crew testing and the coordination of cast vaccinations.
- Assisting the Crowd 2nd AD with casting and costume fittings.
- Liaising with departments and suppliers to ensure that the Production was certified as an Albert + Sustainable Production. This entailed compiling evidence to support our 'green' initiatives, recording measurements to calculate the Production's Carbon Footprint and completing the Production's Carbon Action Plan.
- Distributing 'Green' Newsletters and progress reports which required highly developed time management skills.
- Preparing meeting materials, scheduling meetings, managing calls and email correspondence, and updating PM's diary.
- Greeting guests and talent ensuring that their needs were met.
- Cooperating with crew to resolve issues both on location and in studio.
- Proficient in Microsoft Office, Google Drive, Canva, Team Engine and Prodicle



WORK RELATED

2018-21 **July 2018/19, May - June 2021: Bookings Manager**
Brickyard Gastropub and Grindstone speciality coffee shop

- Training, supervising, and providing support to staff members.
- Ensuring that staff were adhering to company ethos and health and safety protocols.
- Managerial duties which involved encouraging consistent teamwork and cooperation.
- Administrative duties and managing bookings on online platforms.

2020-21 **Sep - Jan: Accounts Executive**
Navarra Retails Systems

- Ensuring service contracts were up to date and client's needs were met.
- Consistent support and communication with clients through telephone and email correspondence.
- Liaising and ensuring efficient teamwork and cooperation with the appropriate staff to mediate issues that may arise.
- Administrative duties, organising records and managing social media sites.

2019-20 **July - August: Coffee shop Manager**
Thru The Green

- Managerial duties which involved training new staff, roster management and the day-to-day management of the business which included ensuring that staff were adhering to the company's protocols and actively finding solutions to problems when they arose.
- Delivering exceptional guest experiences to the highest standard and the development of strong interpersonal skills.
- Cash-handling.
- Inventory, stock control and drafting reports to project what was needed the following week which required proactive and forward thinking skills.

2015-Present **Airbnb/ Homestay Coordinator**

- Checking in and out guests.
- Coordination of bookings on an online platform which required highly developed organisational skills.
- Ensuring consistent communication and optimum guest experiences.
- The responsibility of managing payment transactions.
- Flexible and prepared to respond to any issues that may arise.

REFERENCES UPON REQUEST

VOLUNTEER RELATED

2021-Present **Befriending Volunteer**
Alone Ireland

Matched with an isolated elderly individual who I meet on a weekly basis.

2020-Present **Crisis Volunteer**
50808 Crisis Text Help
Line

Support individuals who are at crisis point and are in need of support on an online platform.

SKILLS

- Full clean Irish Driver's License & own car.
- Proficient in Microsoft Excel, Word, Powerpoint, Google Drive, Canva and Prodicle.
- Able to prepare sides and employee contracts.
- I speak Spanish (C2) and German (B2)
- I'm a multitasker and a self-starter, able to adapt to changing circumstances and thrive in a challenging environment while maintaining a proactive solution-orientated attitude.
- I am eager to continually develop the necessary practical skills and knowledge base to work in this industry. I have learned that being flexible, self-motivated and capable of taking initiative have been invaluable traits.
- I have always been an avid and eager learner and recognise the importance of maintaining the highest standard through hard work.
- I have highly developed organisational skills, great time management and attention to detail.
- I understand the importance of consistent communication, teamwork, while also being able to work independently, and develop long-lasting professional relationships.