

**Curriculum Vitae
Of
Carol O'Reilly**

Phone 085 2837281 / Email caroloreilly32@gmail.com

D.O.B 23/12/1983

Highly competent, poses a wide range of skills and easily adaptable. Professional, focused and work extremely well under pressure. Team player and self-starter, through a varying career I have obtained and strengthened my dexterity. Very keen to learn as much as possible, positive attitude and a great aptitude.

August 2022- present

Assistant Production Coordinator on KIN Season 2

- Supporting my Production Coordinator in the management and day-to-day running of the production office
- Helping to organise flights, travel, accommodation, and other logistics.
- Accountable for placing purchase orders for all accommodation, travel and verifying invoices before forwarding them to accounts.
- Preparing and updating cast and crew lists.
- Responding to production requests such as coping scripts, scanning documents, responding to emails and phone calls and other admin duties.
- Transporting cast and crew to from sets.
- Handled confidential matters for cast and crew members.

September 2022-January 2022

Travel and Accommodation Assistant on FOUNDATION, Troy Film Studio, Limerick

- Responsible for booking all travel arrangements for cast and crew, from private jet flights, commercial flights in first and business class to private villa's, hotels and apartments
- Coordinating personal travel arrangements for up to 400 people, on location and abroad.
- Meticulous attention to detail - ensuring all personal travel preferences are pre-booked as well as catering to ad hoc requests from A-list celebrities at the last minute.
- Networking and maintaining a good relationship with all service partners, from Sales Managers in key hotels, high end Letting Agents and so forth.
- Managing financial data, tracking budgets, checking invoices before sending to accounts.
- Great organisational skills - providing detailed reports and travel calendars to team members, so that each department had the correct information to carry out their job.

- Personally, meeting cast and crew members and letting them know that I am their go-to person.
- Advising on and booking concierge services - restaurants, day experiences etc for cast and crew that were staying in Limerick.

References:

Gemma O Shaughnessy

Producer

E: gemma@glensideproductions.ie

T: +353 87 127 1144

Karen McDermott

Production Coordinator

E: karenmcdermott1982@gmail.com

T: +353 87 224 3393