

CATRIONA CORCORAN

PRODUCTION

Cratloe, Co. Clare

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083 130 4708

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SKILLS

Software:

- Word, Excel, Access, PowerPoint
- Scenearchive, POP, Digital Purchasing Order
- Adobe Photoshop CS 2021
- AVID Media Composer 6.5.4.1
- After Effects CC Version 12.2.1.5

Operating Systems/Platforms:

- Apple MAC OS Big Sur Version 11.1
- Microsoft Windows 10

Car Owner:

- Full Irish Driving Licence

EDUCATION

FAS Training Centre, Kerry, Ireland

2007 - 2008

Television and Video Production

FETAC Advanced Level 6 Certificate in Television and Video Production

Ballyfermot College of Further Education, Dublin, Ireland

2006 - 2007

Cinematography

FETAC Level 5 Certificate in Media Production

Limerick Institute of Technology, Limerick, Ireland

2002 - 2004

Video and Sound Technology

FETAC Level 6 Higher Certificate in Engineering in Video and Sound Technology

REFERENCES

- Gemma O' Shaughnessy
Production Manager
087 127 1144
- Karen Mc Dermott
087 224 3393

ABOUT ME

An energetic and enthusiastic production assistant looking to gain more experience and further her career in film and television production.

CAREER HISTORY

'Foundation', Troy Studios, Limerick (August 2019 - Present)

Travel & Accommodation Assistant

- Responsible for booking cast/crew travel and accommodation
- Creating and distributing travel itineraries
- Dealing with cast, cast agents and their requests
- Negotiating, liaising and maintaining good relationships with our relators, hotel managers and travel agents
- Raising purchase orders, managing invoices, maintaining budgets and creating spreadsheets
- Reacting to changes in the schedule and DOODS

Discovery Channel, London (2014 - 2019)

Promo Producer (October 2017 - March 2019):

- Co-ordinated production needs across various media platforms for the Discovery portfolio of premium brands, including Discovery Channel, Investigation Discovery and TLC.
- Led promotion campaigns for television, print and digital media and submitted files for multiple above-the-line campaigns.
- Organised, directed and attended re-versioning/repack edits and audio sessions.
- Managed internal projects such as channel reels, channel launches and re-brands.

Production Co-Ordinator (September 2016 - October 2017):

- Maintained, updated and shared production folders and documents across the Discovery network.
- Liaised with colleagues in compliance, marketing, design, editing, media planning and transmission operations.
- Organised promotional/sponsorship shoots and arranged bookings of post-production facilities and voice over agencies.
- Administered budgets and arranged for processing of invoices.

Broadcast Graphics Producer (September 2015 - September 2016):

- Enforced standards of practice and provided guidance to in-country designers in respect of broadcast graphics transmission.
- Implemented time critical projects including brand partnerships and marketing events.
- Monitored, investigated and resolved on air discrepancies and where possible put safeguards in place to avoid any reoccurrence.
- Created and tested broadcast graphic toolkits in association with new channel launches and re-brands.

Automated Continuity Co-Ordinator (February 2014 - September 2015):

- Co-ordinated, built and implemented broadcast graphic packages for local teams and produced, edited and delivered graphics and programme images.
- Ordered programmes and edited marketing clips for top promotables and investigated and sourced missing programme title translations.

Viasat Broadcasting UK Ltd, West Drayton (2012 - 2014)

Media Planner and Scheduler:

- Imported programme and commercial grid into broadcast system and ensured correct episode numbering, time and download schedules.
- Processed and approved commercial advertisements and handled incoming own production promotions.

Glowworm Media, Ireland (2009 - 2010)

Camera Operator | Production Assistant

Like It Love It Productions, Ireland (2008 - 2009)

Camera Operator | Production Assistant | Runner