
CLIODHNA NIC DHONNACHA

Cill Chiarain, Connemara, Co.Galway, Galway H91 N2F6 | | M: 0896160653 E: cliodhnanicdhonnacha@gmail.com

FULL CLEAN DRIVING LICENSE

Summary

I am a motivated person with 3 years of progressive experience in the media industry. Offering expertise in people management, organizational and practical skills, with aptitude in time management. An energetic self-starter and team player able to navigate high-stress situations and achieve goals on time. I am skilled in a few areas of film and television production. I have a practical skillset and a pragmatic mind which I feel would be an asset.

Skills

- Advanced Knowledge of Internet sites and advertising, including and not limited to Facebook, Twitter,LinkedIn
- Technical skills and ability in Radio and TV Studio Production
- Walkie Talkie Communication experience
- Experienced in reading Call Sheets, Movement Order
- Manual Handling Certified
- Excellent communication and interpersonal skills
- Excellent communication, Safety
- Edit, Video
- Film Production
- Final Cut Pro
- Marketing
- Organizational Skills
- Camera Experience
- Quick learner

Experience

Production Trainee

May 2022 - July 2022

That They May Face The Rising Sun

South Wind Blows DAC

Cornamona, Co.Galway

- Liase with all level of crew and report to HOD's
- Label all set areas and production departments work areas correctly
- Speak to agents of actors and liaise headshots etc
- Ensure the unit base is fully stocked
- Compose asset lists, crew lists
- Cut the slides of the schedule in order and distribute
- Distribute the script
- Source machinery for different departments and arrange delivery
- Ensure all members of crew are given antigen tests
- Use equals cards to stock up on supplies / Keep supply list up to date
- Keep the unit base in a clean order
- Bring rushes to editor
- See what assets can be sold after production
- Keep schedule up to date and printed throughout areas

- Ensure headshots are up in the AD Department / Production office

Art Department Trainee

March 2022
Moishe Production Company
Moishe Short Film
Portumna, Co. Galway

- Set Dressing each location for shooting
- Organizing props for each day
- Getting actors and extras into costume for each day
- Working under time restraints to have props to set
- Ensuring the continuity of each prop matched the next shot
- Liaising with the DOP to have ensure all scenes lined up to the period the film was set in
- Collecting and dropping off crew and actors to set on time
- Bringing the Director, DOP, First AD on reekies of other locations
- Ensuring a speedy time through the wardrobe department.
- Problem solving on set/location to ensure all set dress and props were working correctly to the aesthetic of the film.
- Using walkie - talkies
- Working with the script supervisor to ensure continuity was kept.

Accounts Assistant

August 2021 - November 2021
Laneways Productions DAC
The Banshees of Inisheerin
Galway, Inis Mór, Achill Island

- Managing Laneways accounts email address
- Liaising with all vendors, ensuring all invoices and PO's are up to date with relevant information.
- Organising all invoices, PO's, AD reports, Call Sheets, Production memos are in the right folders.
- Uploading all new vendors onto DPO and PSL.
- Gathering all timesheets and inputting basic pay
- Liaising with all members of crew and departments.
- Answering any queries vendors or crew may have in relation to invoices and timesheets.
- Matching PO to Invoices before sending them around for approval to all HOD's

Archiver/ Camera

2020 - 2021
Aesop Teo, Cill Chiarain
Connemara, Co.Galway

- Going through archival footage and uploading to drive
- Camera work on a ongoing Irish language documentary
- Liaising with all lines of management, crew and participants in documentary
- Organising all SD Cards and uploading onto software

Assistant Director of Play Dead Short Film **Student Film**

01/2016 to 03/2016
Galway, Co.Galway

- (Currently in three international film festivals)
- Prepared all paperwork in prep, production and post
- Gathered all time sheets for crew involved
- Charged all walkies and laptops after shoots each night
- Locked off set when filming
- Liaised with all relevant crew to ensure time management

Assistant Editor

01/2009 to 01/2013

Aesop Teo, Cill Chiarain, Co

Galway

- Reported to the Project Editor and worked directly with transition year students 2012-2013 in Radio and Film Production
- Worked on the development of a Web App as a teaching aid for Math's as Gaelige (Math's Beo Project)
- Assisted in editing films and transferring them from video to DVD
- Managed YouTube promotional account
- Interviewed on RTE Raidió na Gaeltachta to promote the App which will be available for download
- Provided support to the office team and ensured that files are properly maintained
- Participated in appropriate group training and team building
- Adhered to internal Health and Safety procedural requirements

Paid Social Account Manager

05/2018 to 08/2018

Brainbroker Ltd. The Pill Box

London

- Manage daily social media posts.
- Manage social media channels such as Facebook, Twitter, LinkedIn, Google+, LinkedIn, Pinterest and Instagram.
- Social media analytics.
- Create infographics.
- Manage Facebook Live tours.
- Film and interview clients.
- Create and edit in-house film content.
- Coordinate social media campaigns.
- Champion marketing campaigns.
- Curate social media analysis.
- Paid social.
- Assist in event organization.
- Write email copy for newsletters.
- Create engaging articles.
- Check copy and proof read.

Digital Marketing Assistant

05/2017 to 05/2018

WhatHouse? Digital

London

- Manage daily social media posts.
- Manage social media channels such as Facebook, Twitter, LinkedIn, Google+, LinkedIn, Pinterest and Instagram.
- Social media analytics.
- Create infographics.
- Manage Facebook Live tours.
- Film and interview clients.
- Create and edit in-house film content.
- Coordinate social media campaigns.
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- Curate social media analysis.

- Paid social.
- Assist in event organization.
- Write email copy for newsletters.
- Create engaging articles.
- Check copy and proof read.

Education

B.A Degree: Film and Documentary Studies	2016
Film and Television Production - FETAC Level 5	2012
Final Cut Pro Editing - FETAC Level 5	2011
Media Techniques and Radio Studio Production City and Guilds Diploma	2010

Certifications

- **2019** - Passport to Production - Screen Skills Ireland

References

REFEREES

Peadar Mac Dhonnacha, Aesop Teo. Cill Chiarain, Connemara, Co Galway **087 207 3361**

Aedín Nic Fhlannacha, Laneways Productions DAC (Banshees of Inisheerin) **087 051 8033**