

Erica Gurnee

Production Coordinator

CONTACT

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ABOUT



U.S. | American Citizen
E.U. | Danish Citizen



4TH August 1993



- Microsoft Office Suite
- Google Suite
- iWork Suites incl. Keynote



- Production Management
- Budgeting
- Interdisciplinary Research
- Project Supervision
- Writing & Editing
- Social Media
- Office Management
- Managing Databases
- Experienced Personal Assistant
- Maintaining Diaries
- Filing & Administration
- Secretarial Skills [83 WPM]



Further Details

I'm a Production Coordinator who has moved back to Ireland from London. I enjoyed my time working for Independent Films and Anthony & Robbyn, but am excited to have now returned to Dublin.

REFERENCES UPON REQUEST

EDUCATION

- Winter 2017 **ADVERSTING PRODUCERS ASSOCIATION U.K.**
APA Master Class
 - Result: 92% Grade Level: Outstanding
- 2011 - 2015 **TRINITY COLLEGE DUBLIN**
B.A. History of Art & Classical Civilisation
 - Upper Class II.1

EXPERIENCE

- Nov '19-Dec '19 **RED RAGE FILMS**
Freelance Production Coordinator
- Nov '18-Mar '19 **ANTHONY SUMMERS & ROBBYN SWAN**
Authors' Assistant
 - Assistant to award-winning co-authors on their new project
 - Still working for them in a freelance capacity
- Sep '16-Oct '18 **INDY8 | INDEPENDENT FILMS**
Production Manager/Coordinator
 - Worked as a PM, PC & PA
 - Worked on over 40 productions
 - Involved in Director & Agency Pitches
 - Experience includes: booking crew, facilities and equipment - producing call sheets and PPM documents - wrap assistance, invoices and budget management - booking travel & accommodation - overseeing castings and wardrobe fittings - release forms/NDAs - booking talent and extras
 - Have worked with both small & large budgets
 - Please see my **Production C.V.** attached for full details of my production experience
- Sep '15-Sep '16 **INDEPENDENT FILMS**
Office Manager
 - Worked as Independent Films Office Manager & Head Receptionist
 - Personal Assistant to the Managing Director
 - Promoted to role of Production Assistant in September 2016
 - Maintained office & production administration
 - Managed the office internship program

ERICA GURNEE. PRODUCTION COORDINATOR

WORK HISTORY RED RAGE FILMS					
DATE	CLIENT	AGENCY	DIRECTOR	PRODUCER	ROLE
Dec-19	Irish Water "The Story of Water"	Rothco	Jose Gomez	Gary Moore	Post Production Assistant
Nov-19	Laya Healthcare "Built Around You"	TBWA	Brian O'Malley	Helen Hayden	Production Coordinator
WORK HISTORY INDY8 INDEPENDENT FILMS					
DATE	CLIENT	AGENCY	DIRECTOR	PRODUCER	ROLE
Sep-18	United Airlines "Visit America..."	McGarryBowen	White Label	Christian Gill	Production Manager
Jul-18	Gordon's "Who Am I?"	Anomaly	Edward Housden	Charlie Stanfield	Production Coordinator
Jun-18	Coco Pops "That Coco Pops Feeling"	Digitas	Josh Appignanesi	Sophie Murphy	Production Manager
Jun-18	Ebookers "Gladiator" "Catch of the Day"	Fallon London	Jake Dypka	Sally Llewellyn	Production Coordinator
May-18	Beats by Dre "Made Defiant: The Mixtape"	Apple	Guy Ritchie	Annabel Ridley	Production Assistant
May-18	Nivea "This is Football"	FCB Inferno	Edward Housden	Charlie Stanfield	Production Coordinator
Apr-18	Colgate "Max White"	VML	Liz Unna	Sophie Murphy	Production Manager
Mar-18	HSBC "Blood Sweat Tears"	Saatchi & Saatchi	Jake Dypka	Sonya Sier	Production Assistant
Feb-18	NPCC "Communities Defeat Terrorism"	AMV BBDO	James W Griffiths	Alex Chamberlain	Production Coordinator
Feb-18	Captian Morgan "Personalisation"	Anomaly	Edward Housden	Charlie Stanfield	Production Coordinator
Jan-18	Bank of Scotland "Bartering"	Anomaly	Jonas McQuiggin	Charlie Stanfield	Production Coordinator
Jan-18	Land Rover "The Mission"	Spark44	Josh Appignanesi	Sophie Murphy	Production Coordinator
Dec-17	Nivea "Oooh!"	FCB Inferno	Edward Housden	Charlie Stanfield	Production Coordinator
Oct-17	Cadbury "Stadium - Full of Prizes"	Elvis Communications	Jonas McQuiggin	Charlie Stanfield	Production Coordinator
Oct-17	Maryland "The Shop"	MullenLowe	Josh Appignanesi	Sophie Murphy	Production Assistant
Sep-17	Tui "#HelloTui"	Tui (Direct to Client)	Jonas McQuiggin	Charlie Stanfield	Production Coordinator
Sep-17	Smart Energy "The Power of 10p"	PD3	Jacob Harmer	Tom Farley	Production Assistant
Aug-17	KBC "Bank of You" "Home" "Phone"	18 Feet & Rising	Jake Dypka	Tom Ford	Production Assistant
Aug-17	M&S/Breast Cancer Network "In My Pink Bra"	Grey	Liz Unna	Sophie Murphy	Production Coordinator
Jul-17	Jaguar "Dull & Boring"	Spark44	Josh Appignanesi	Sophie Murphy	Production Coordinator
Jun-17	Esso "Real Driving Lessons"	Adam&EveDDB	Edward Housden	Charlie Stanfield	Production Coordinator
Jun-17	Saatchi & Saatchi NDS "Open Your Eyes"	Granville Gulliman & Co.	Jake Dypka	Joe Binks	Production Manager
May-17	Haig Club "A Night Out With..."	Condé Nast/GQ	Jake Dypka	Tom Ford	Production Coordinator
May-18	Eon "Green Man"	WCRC	Philippe André	Verity White	Production Assistant

Mar-17	BBC Education "Every Element of Wonder"	RKCR/Y&R	Weareflink	Charlie Stanfield	Production Assistant
Mar-17	Nivea Q10 "Reasons to Smile"	AKQA	Josh Appignanesi	Sophie Murphy	Production Assistant
Mar-17	Philips Sonicare "Beatboxer" "Yodeller"	Ogilvy & Mather	Jake Dypka	Charlie Stanfield	Production Coordinator
Feb-17	Purina Adventuros "Taste of Adventure"	DF London	Yousef Eldin	Sophie Murphy	Production Assistant
Jan-17	Bulleit Whiskey "Ink & Identity"	California Sunday/Pop Up Magazine	Liz Unna	Christian Gill	Production Coordinator
Dec-16	Neuland Film "Getting to Know You"	Leo Burnett Switzerland	Jake Dypka	Sophie Murphy	Production Assistant
Dec-16	Mercedes "The Best Test Drive in the World"	AMV BBDO	James W Griffiths	Charlie Stanfield	Production Coordinator
Dec-16	Yo! Sushi "Yo! Festival"	BeenThereDoneThat Global	Edward Housden	Sorcha Bacon	Production Assistant
Nov-16	Age UK "A Call at Christmas"	Manning Gottlieb & Drum OMG	Liz Unna	Tom Ford	Production Assistant
Nov-16	Esso "House Party" "Chores" "All the Passengers"	Adam&EveDDB	Edward Housden	Charlie Stanfield	Production Assistant
Oct-16	Esselunga BTS Christmas "Letterine"	Armando Testa S.p.A.	Yousef Eldin	Charlie Stanfield	Production Coordinator
Aug-16	Cancer Research UK "£2 Means..."	Atomic London	Sam Rowland	Charlie Stanfield	Production Assistant
Aug-16	Yo! Sushi "September Blues"	BeenThereDoneThat Global	Jake Dypka	Robert Harm	Production Assistant
May-16	Baileys "When Coffee Met Baileys"	Mother London	Edward Housden	Sophie Murphy	Production Assistant

EDUCATION

Feb-17	Advertising Producers Association (APA) Masterclass - Result 91.2 % - Grade Level: Outstanding
2011-2015	Trinity College Dublin - BA (hons) - History of Art & Classical Civilisation - Grade II.1

OTHER INFORMATION

Nationalities: American (U.S.A) & Danish (E.U.)

DOB: 4th August 1993

Proficient with Microsoft Office & iWork Suites - Owns a Macbook Air

Full Irish Driving Licence

EXPERIENCE INCLUDES

Booking crew, facilities & equipment - Producing call sheets / PPM documents - Being responsible for petty cash and monies - Wrap assistance, invoices and budget management - Booking travel & accommodation - Overseeing castings & wardrobe fittings - Release forms / NDAS - Booking talent and extras - Worked with small budgets as well as larger productions