

KEELY O'DWYER

PRODUCTION ASSISTANT

CONTACT

+353 89 494 4601

keelyod@gmail.com

Dublin/Wicklow

<https://www.linkedin.com/feed/>

ACHIVEMENTS

Manual Handling Certificate.

Currently taking an online Microsoft Excel course.

Awarded Bronze & Silver An Gaisce Medals.

Vice Chairperson of the student council in 6th Year.

SKILLS

Full clean driver's license.

Digital Purchase orders.

Scenearhronize.

Basic Final Draft.

Excellent interpersonal skills

Good organizational skills

Quick Learner

Honest & Trustworthy

Attention to Detail

Verbal Communication

Working Independently

SUMMARY

Production Assistant with experience working on both large- and small-scale productions in a studio setting & on location. Seeking to gain more experience and develop new skills in production roles, with access to own car.

WORK EXPERIENCE

PRODUCTION ASSISTANT

'Moonhaven'

Moonhaven S1 Productions DAC/ AMC Networks | July 2021 – February 2022

Producer: Karen Richards

Production Manager: Ger Daly

Production Supervisor: Susan Holmes

Production Coordinator: Zeke Lawless

Some key responsibilities included updating the contact list, unit list and scenearhronize, drafting start forms, sending out dailies contracts and ensuring all crew had signed and returned their contracts. This role also involved pulling sides, creating, and sending notice letters and drawing up all the purchase orders for both production and travel and accommodation.

CONSTRUCTION OFFICE TRAINEE

'Disenchanted'

Clocktower Productions/ Disney MMP | May 2021 – July 2021

Construction Manager: Nicky McManus

Production Manager: Niamh Gale

Construction Coordinator: Linda Hyland

I assisted both the construction manager & construction coordination in various admin duties. My main duties involved creating purchase orders, liaising with production to organise new starts and notice letters, organising timesheets, petty cash vouchers and maintain both the physical and digital filing system for the technical and concept drawings and all the Health & Safety documentation.

PRODUCTION COORDINATOR

'Golf's Greatest Holes'

Leap Productions/Boulder Creek International | April & June 2021

Executive producer: Chris Hollins

Line Producer: Beth Spencer

Director: Jeff Emerson

I spent two separate weeks traveling around Ireland & Northern Ireland going to 29 golf courses assisting the director, producer, crew and the talent to ensure the schedule was kept & all aspects of the shoot were organised. My key responsibilities involved ensuring all sponsorship content was created, liaising with hotels, golf courses & the transportation team and organising catering for the crew every day and ensuring all dietary requirements are met.

COVID TESTING ASSISTANT/ ASSISTANT TO THE COORDINATOR

'Foundation'

Skydance Media /Apple TV | September 2020 – April 2021

Covid PM: Ciara McGowan

Line Producer: Catherine Dunne

Covid Co-Ordinator: Catriona Mc Cormack

I spent eight months running the covid testing system. My main role involved scheduling & maintain a weekly schedule of 500+ people, which included ensuring all the extras were tested. Some of my other responsibilities included, pre-travel testing, drawing up purchase orders, cost reporting, keeping up to date with covid restrictions, assisting the coordinator and liaising with service providers.

EDUCATION

HONORS BACHELOR'S DEGREE,

FILM & DOCUMENTRY

Galway Mayo Institute of Technology
2017 - 2020

LEAVING CERTIFICATE YEAR,

Ursuline Secondary School,
Thurles.

2016-2017

REFERENCES

Susan Holmes

Moonhaven

Production Supervisor

T: +353 86 286 7368

E: susanholmes@me.com

Zeke Lawless

Moonhaven

Production Coordinator

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Aislinn Ni Chuinneagain

Foundation

Production Manager

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Ciara McGowan

Foundation

Covid Production Manager

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Caitriona McCormack

Foundation

Covid Coordinator

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Beth Spencer

Boulder Creek International

Line Producer

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