


K E E L Y O ' D W Y E R

PRODUCTION ASSISTANT

CONTACT

 089-4944601

 keelyod@gmail.com

 Based in Thurles, Co.Tipperary.

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

SKILLS

Full clean driver's license.

Excellent interpersonal skills.

Good organisational Skills.

Quick Learner

Honest & Trustworthy

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.

EDUCATION

BACHELOR'S DEGREE

Galway-Mayo Institute of Technology

Bachelor of Arts (Honors),

In Film and Documentary

2017- 2020

LEAVING CERTIFICATE YEAR

Ursuline Secondary School, Thurles,

2016-2017

SUMMARY

Film graduate with experience working on a large scale TV production in a studio setting. Seeking to gain more experience within entry level roles in production, with access to own car.

WORK EXPERIENCE

COVID TESTING PRODUCTION ASSISTANT/ ASSISTANT TO THE CO-ORDINATOR
Foundation, Troy Studios, Limerick | September 2020 - Present

I have spent the last five months working in the Covid department on Foundation.

My key responsibilities were:

- Scheduling & maintaining a weekly schedule for 500+ people.
- Organising international pre-travel tests.
- Assist coordinator with admin duties such as – Purchase Orders, Cost reporting, maintaining covid calendar.
- Liaising with medical service providers to obtain quotes and put plans into action.
- Covid marshal – maintaining covid compliance on the stages & throughout the studio.

BAR/KITCHEN STAFF

The Arch Bar, Thurles | 2018 -2020

I spent three years working in a busy pub and kitchen for 3 years. I would work in the kitchen during the day and the pub at night. This consisted of taking orders, serving drinks and preparing food in the kitchen.

My key responsibilities were:

- Making sure all the order went out at the same time. It was essential to ensure the first orders that came in were the first to go out.
- Having the ability to provide conversation to the patrons at the bar.
- Maintaining a stock levels to prevent shortages during busy periods.
- Behind the bar I would have to be taking many orders at a time and coordinating them to have the quickest turnaround time.

TRAINEE SOUND RECORDIST

Merchant Gate Films, Galway | June 2019

This job involved recording sound for short documentaries for Waterways Ireland. This smaller scale job meant I got to take on a little more responsibility and learn more.

- Managed a report of recorded samples at the end of each day.
- Check that the audio was clean & usable each day throughout the shoot.
- As it was a short shoot, we have to make sure we made our day while on locations.
- During interviews, the interviewee needed to have their radio mic. This meant communicating effectively with them, to inform them about what I was doing.

REFERENCES

- Ciara McGowan: Covid Production Manager, +447568116997 - ciaramcgowan@me.com
- Caitriona McCormack: Covid Coordinator - 0871434631 - c.nicchormaic@gmail.com
- Brian Murphy: Covid Health & Safety Officer – 0872992632 - brianmurphy@murwind.com
- Donal R. Haughey: GMIT Lecturer & Documentary Maker – 0872500644