

# Lorraine Higgins

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## Professional Summary

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Accomplished and energetic Production Coordinator, with a proven track record of achievement in Film and Television production. An ambitious, motivated, hardworking self-starter with strong organisational and prioritisation capabilities. Areas of expertise include communications, multitasking, organisation and logistics. I am always seeking to challenge my abilities and in turn, have strived to challenge myself with each role I have undertaken.

## Skills

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Clerical	Coordination
HTML and CSS	Writing
Active listening	Customer and personal service
Time management	WordPress
Operation monitoring	Service orientation
Administration and management	Critical thinking
Monitoring	Judgement and decision making
Social perceptiveness	Personnel and human resources
Complex problem solving	Public safety and security
Communications and media	Operation and control
Persuasion	Telecommunications

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## Professional Experience

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**2019 - 2021**

*May 2019 – Dec 2021*

***Inward Production Coordinator – Screen Ireland***

*Manager – Steven Davenport*

*\*Working remotely from March 2020 - December 2021*

April 2019 – May 2019

**Assistant Production Coordinator** – Feature Film “Herself”

Line Producer Emmet Fleming

Jan 2019 – March 2019

**Assistant Production Coordinator** – Feature Film “The Other Lamb”

Line Producer – Liam Ryan

## **2018**

Sep 2018- Sep 2018 Butter

**Production Coordinator** - Commercial “Energia”

Producer – Michael Donnelly V

Jul 2018- Aug 2018 Red Rage Films

**Production Coordinator** - Commercial “SuperValu”

Producer - Mary McCarty

Mar 2018- Jun 2018 Ripple World Pictures- Wisting Productions DAC

**Production Coordinator** - TV Series “Wisting”

**Line Producer John Brady**

Jan 2018 – March 2018

**Assistant Production Coordinator** - Feature Film “A Girl from Mogadishu”

Line Producer – Ailish Bracken

## **2017**

Oct 2017- Dec 2017 Ripple World Pictures- NGO

**Production Coordinator** - Feature Film “Never Grow Old”

Line Producer – John Brady

Sep 2017- Sep 2017 Ripple World Pictures- Baggot Films DAC

**Production Coordinator** - Feature Film “Justice.Net”

Line Producer John Brady

Aug 2017- Sep 2017 Grand Pictures- Burma Shave DAC

**Pre-Production Coordinator** - Feature Film “Dark Lies the Island”

Line Producer/Producer – Catherine McGee

Jun 2017- Aug 2017 Wide Eye Films- Mandeville Films DAC

**Production Coordinator** - Feature Film “Let Go”

Line Producer – Fiona Bergin

May 2017- May 2017 My Brother and i Productions

**Producer** – Short Film “Macro”.

Jan 2017-Apr 2017 Deadpan Pictures – Blow In Films DAC

**Production Coordinator** – TV Series “Nowhere Fast”

Line Producer – Ailish Bracken

Oct 2016- Jan 2017 *Fantastic Films- Fantastic Muse Productions DAC*  
**Production Coordinator** - Feature Film "Muse"  
Line Producer – John Brady

## **2016**

Jul 2016- Aug 2016 *Failsafe Film*  
**Commercial** "Euromillions" "NewsTalk" "Appliances Delivered"  
Producer – Simon Doyle

Jul 2016- Jul 2016 *IJ Two Productions Ltd.*  
**Locations** - TV Series "Inspector Jury"

May 2016- May 2016 *Hiterland Productions*  
**Locations** - Short Film "For You"

## **Education**

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2021 *INCO Academy*  
**Get into Tech Bootcamp**  
Subjects include: Wordpress, HTML & CSS, SEO, Digital Marketing, Data Analysis.

2019 - 2020 *AFCI University*  
**Film Commission Professional**  
**Film Commission Fundamental**  
Subjects include: Film Commission operations; marketing your jurisdiction; economic development; film incentives programs; scouting; location photography; mission statements for your film commission; business alliance & partnerships; effective economic reporting; negotiation and conflict resolution; governmental relations.

2016 *Ballyfermot College of Further Education, BCFE*  
**Higher National Diploma: Film**  
Subjects include: Developing motion picture camera skills; Developing motion picture lighting skills; Art direction; Film history and theory; Editing for film; Developing creative film projects; Creative film production; Creative photography.

2015 *Gort Education & Training Centre, GRETB, Gort , Co Galway*  
**Associate of Arts: Media Techniques - Radio Studio Production**  
Subjects include: Radio Journalism Techniques; Commercial Radio Production; Sound Recording Techniques; Audio Editing; Researching Techniques; Radio Studio Production; Internet Broadcasting Techniques.

## **Interests & Achievements**

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photography; politics; podcasting; sustainability and eco friendly development; animal welfare; astronomy; reading; cooking; film; writing; coding; UX and UI.

While working at Screen Ireland, outside my normal role, I planned and coordinated a 3 year sustainability strategy which lays out plans for the organisation to become more sustainable as well as ambitions for the screen industry to be more environmental friendly.

Part of the Galway Astronomy Club and I run their social media and website.

## **References**

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Available upon request