

Jessica Lanigan

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Personal Profile

An ambitious film & tv enthusiast with an excellent track record of achievement in a broad range of roles. I'm seeking an opportunity to bring my skills to a dynamic, results driven company offering the opportunity for career progression and new learning within a talent focused team culture. I am reliable, honest and trustworthy.

Proven Strengths

- Excellent organisational skills
- Highly diligent and focused
- Quick learner
- People management
- Advanced communication skills
- Strong IT knowledge

TV Experience

Production Trainee Credit (2023)

WORKING TITLE	DIRECTOR	PRODUCTION COMPANY
THE INHERITANCE	AKU LOUHIMIES	PEER PRESSURE
THE IFTAS	PATRICK COWAP	COCO CONTENT
HOSPITAL LIVE	JOHN FD NORTHOVER	INDIEPICS

Responsibilities

- Working out logistics & making sure the production runs smoothly
- Working between set and unit base, attending to the needs of AD's & production team
- Relaying and communicating accurate information to the cast and crew
- Maintaining the Production Office in a tidy and distinguished manner
- Tracking the use of action vehicles for the Art Department, for payment and insurance purposes
- Printing and distributing of key documents including Sides, Call sheets, Unit Lists, Schedules and contracts
- Organising Meetings and Meeting rooms in prep and shoot for HODs/Various departments
- Ordering, collection and distribution of Stationary items for the Production office and other departments on request
- Creating Digital Purchase Orders, filling out timesheets, collating receipts and totting petty cash
- Assisting Producers, Directors and DOPs with tasks of a varying nature
- I worked closely with the Line Producer including driving duties and errands for the production as well as personal.
- Keeping an eye on the kitchen in terms of cleanliness and stock. Taking lunch orders during prep, ordering and collecting.

Hair Salon Experience

Alison's Hehir Studio (2016-2023)

Responsibilities

- Performing daily tasks both on the shop floor and in an administrative role
- Completion of a medical secretarial course
- Scheduling of appointments
- Liaising with customers in a professional manner and attending to their needs

- Stock taking and acquisition of supplies
- Book keeping of cash & card sales

Full Clean Drivers Licence with added Business & Social Domestic Pleasure Insurance.

Education & Qualifications

September 2005-June 2011

Presentation Secondary School

Leaving Certificate qualification

Referees:

Richard Cook Executive Producer (SisterS/The Inheritance)

Adrienne Greenhalgh 2nd Assistant Director/Producer

Alison Hehir Salon Owner

Karen Taylor Line Producer