

## Film Work Experience

### International Co-Production Feature Documentaries (Ireland/Canada)

(Budgets €412K to €438K)

#### Associate Producer/Production Manager/Co-ordinator

2022-2023	M2D (Man to Dakar)	2022-2023	Forgiveness
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| <ul style="list-style-type: none"> <li>☞ International co-production applications to both Telefilm Canada and Screen Ireland</li> <li>☞ Budget and accounts</li> <li>☞ Office setup and wrap</li> <li>☞ Interview relationship management</li> <li>☞ Travel</li> <li>☞ Tax Credit applications: Canadian Federal (CAVCO), British Columbia (FIBC) and Section 481</li> </ul> | <ul style="list-style-type: none"> <li>☞ Pre, Production &amp; Post Schedules</li> <li>☞ Contract preparation and administration</li> <li>☞ Call sheets</li> <li>☞ Deal memos &amp; releases</li> <li>☞ Coordination of Canadian and Irish audits</li> </ul> |
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### Low Budget Feature Documentaries (Canada)

(Budgets \$199K to \$499K)

#### Producer/Production Manager/Co-ordinator

2020-2021	Virus of Fear	2020-2021	Crisis in Care
2018-2020	Dena's Doubles	2018-2020	Diaries of a Sugar Baby
2018-2020	Amazing Animals	2018-2020	Weedonomics
2017 to 2018	Please Pray for West Papua		

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| <ul style="list-style-type: none"> <li>☞ Budget &amp; accounts</li> <li>☞ Office setup and wrap</li> <li>☞ Interview relationship management</li> <li>☞ Travel</li> <li>☞ Tax Credit applications: Canadian Federal (CAVCO) and British Columbia (FIBC)</li> </ul> | <ul style="list-style-type: none"> <li>☞ Pre, Production &amp; Post Schedules</li> <li>☞ Contract preparation and administration</li> <li>☞ Call sheets</li> <li>☞ Deal memos &amp; releases</li> <li>☞ Coordinated and supervised independent Canadian and Canada Revenue Agency audits</li> </ul> |
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### Large Budget TV Series

#### Production Co-ordinator (IATSE 891 – Film Union)

2019	The Republic of Sarah (Pilot)	CBS Television Studios
2018	Cosmos – Possible Worlds (Vancouver Episode)	Quadrant CPW Productions Inc.

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| <ul style="list-style-type: none"> <li>☞ Call sheets, DOOD and Sides distribution</li> <li>☞ Distribution lists: cast &amp; crew</li> <li>☞ Day files</li> <li>☞ Shipping</li> <li>☞ Insurance</li> <li>☞ Cast's welcome information binder</li> </ul> | <ul style="list-style-type: none"> <li>☞ Daily production reports</li> <li>☞ Extension lists</li> <li>☞ Camera and electric supplies ordering</li> <li>☞ Wrap drive</li> <li>☞ Office opening/lockup – key management</li> <li>☞ Assisting accounts department as required</li> </ul> |
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### International Co-Production Feature Documentaries (Canada/Australia)

(Budgets \$900K to \$1.1M)

#### Producer & Production Manager/Coordinator

2015 to 2017	EveryBody Matters	2008 to 2014	Thrive
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| <ul style="list-style-type: none"> <li>☞ International co-production applications to both Telefilm Canada and Screen Australia</li> <li>☞ Budget and accounts</li> <li>☞ Office setup and wrap</li> <li>☞ Interview relationship management</li> <li>☞ Travel</li> <li>☞ Tax Credit applications: Canadian Federal (CAVCO) and British Columbia (FIBC)</li> </ul> | <ul style="list-style-type: none"> <li>☞ Pre, Production &amp; Post Schedules</li> <li>☞ Contract preparation and administration</li> <li>☞ Call sheets</li> <li>☞ Deal memos &amp; releases</li> <li>☞ Coordinated and supervised independent Canadian and Australian audits</li> </ul> |
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2007	Production Accounts	Project Grey
☞	Processing of tax credits: Canadian Federal (CAVCO), British Columbia (FIBC)	

## Software Experience

Advanced Knowledge/ Experience	<ul style="list-style-type: none"> <li>☞ MS Word</li> <li>☞ Quickbooks</li> <li>☞ Davinci Resolve</li> </ul>	<ul style="list-style-type: none"> <li>☞ MS Excel</li> <li>☞ MS Powerpoint</li> <li>☞ Adobe After Effects</li> </ul>	<ul style="list-style-type: none"> <li>☞ MS Outlook</li> <li>☞ Photoshop</li> </ul>
Intermediate Knowledge/ Experience	<ul style="list-style-type: none"> <li>☞ Scenechronize</li> <li>☞ Adobe Acrobat</li> <li>☞ Xero</li> </ul>	<ul style="list-style-type: none"> <li>☞ Croogloo</li> <li>☞ Adobe Muse</li> <li>☞ MS Access</li> </ul>	<ul style="list-style-type: none"> <li>☞ Scrivener</li> <li>☞ Adobe Illustrator</li> </ul>

### Relevant Education and Qualifications

<b>2018</b>	IATSE 891 (Film Union) Shipping & Receiving (101 & 201) Scenechronize Show Admin Certification
<b>2009</b>	TAFE Queensland Advanced Diploma in Business Management & Diploma in Project Management
<b>2002-2004</b>	British Columbia Institute of Technology Individual business linked courses in HR and Accounting/Bookkeeping Subjects
<b>1997-1999</b>	Dublin Institute of Technology – Certificate in Supervisory Management (IMI)

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