

# ERIN MCNEILL

SCREEN NETS PRODUCTION  
OFFICE TRAINEE

## DETAILS

1st Option Safety Production Safety  
Passport May 2019  
Full Clean Driving License for Four Years  
Central Scotland Based, Willing to Travel  
erinmcn@sky.com  
07510 135 300

## PERSONAL SUMMARY

I am a hardworking, reliable individual who works well on own initiative and as part of a team. Keen and adaptable to new tasks with exceptional organisational skills and a working knowledge of Final Draft, EzyPO, FileMaker databases, Movie Magic Budgeting and Movie Magic Scheduling. Fully computer literate with a strong proficiency of Microsoft packages. I am a very approachable and friendly person, qualities I bring to working relationships with clients and colleagues alike..

## PRODUCTION EXPERIENCE

Clearances  
Progress reports  
Purchase orders  
Preparation & distribution of unit list  
and call sheet  
Rushes & general runner duties  
Handling & reconciliation of petty  
cash  
Travel itineraries for cast & crew  
Pulling and printing sides  
Assisting EPK

## EXPERIENCE

### PRODUCTION OFFICE TRAINEE | SCREEN NETS MAY 2019 - OCT 2019

Wide experience of production duties gained over the course of the programme.

#### **The Nest (Studio Lambert for BBC)**

Line Producer: Angela Murray; Production Manager: Jill Pryde; Production Coordinator: Paula Fleming

#### **Elizabeth is Missing (STV Drama Productions for BBC)**

Line Producer: Victoria Dabbs; Production Coordinator: Kyrie MacTavish

#### **1917 (Storyworks Productions Ltd)**

Unit Production Manager: Hannah Godwin; Production Coordinator: Emma Dunleavy

#### **Blazing Griffin**

Head of Production: Steven Little; Production Coordinator: Courtney Welsh

### FILM ASSISTANT | FILM EDINBURGH FEB 2019 - APR 2019 (NOV 2018)

Employed as Film Assistant following a two week student placement. Handled filmmaker enquiries, published location photos online to location database and gained knowledge of filming guidelines/policies.

### DRAMA PRODUCTION MANAGEMENT COURSE | NFTS JAN 2019

Studied scheduling, budgeting and other production manager roles and responsibilities. Learned various stages of production from contracts, health and safety on location, to progress reports and post-production.

### ACCOUNT MANAGER/ADVISOR | BENEFIT COSMETICS SEP 2016 - NOV 2018

Responsible for the collation and return of regular and periodic sales figures. Allocated sales targets to staff, created staff rotas and managed a small team. Liaised between in store department manager and concession manager. Responsible for daily banking.

## VOLUNTARY

### **HIDDEN DOOR FESTIVAL APR - MAY 2018**

Assisted with the assembling, running and dismantling of an arts festival in Edinburgh. Answered queries from the general public and the performers ensuring that events ran smoothly

## EDUCATION

### **FIRST CLASS BA (HONS) FILM & MEDIA SEPT 2015 - MAY 2019**

Completed Bachelors of Arts with Honours in Film and Media. Focused on the critical study of film and media industries, as well as the artistic and commercial aspects of their products. Integrated theoretical, analytical, practical and industry skills with study through various modules.

### **WHITBURN ACADEMY AUG 2009 - MAY 2015**

Advanced Higher: English - C  
Higher: French - A | Art & Design - B  
English - B | Media - B | Maths - C

## SKILLS

### **ORGANISATION & LEADERSHIP**

Work to a strict timescale utilising organisational skills to ensure success

Group liaison over many university modules, dealing with both internal and external clients in person, by phone and by email whilst multi-tasking to ensure accuracy on all fronts

Head of Charity Committee throughout sixth year at secondary school; responsible for fundraising ideas, organising committee members and raising money for various charities. Received the Rotary Charity in the Community Award for my work in this role

### **COMMUNICATION**

High level of customer service ensuring a quality customer experience at all times

Take and deliver instructions well, working independently and as a member of a small team

Ability to share, change and improve ideas through clear communication with peers and colleagues

## REFEREES

Kyrie MacTavish  
Production Manager  
07737 337 372  
kyriemact@gmail.com

Paula Fleming  
Production Coordinator  
07852 907 783  
paulafleming88@gmail.com

Catherine Aitken  
Delivery Manager Screen NETS  
07799 885 417  
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