

NICOLA HENRY

n.henry1@hotmail.com | +44 (0)7539 544 864

British Citizen | Base: Glasgow

PRODUCTION CREDITS

Duties: COVID Protocols and Coordination | Cast Contracts | Travel & Accommodation Coordination | Translation (Italian) | Casting | Script Administration and Distribution | Diary Management | Finance Administration | Equipment & Vehicle Rental
Crew Support | Driving Talent/Crew

DATES	TITLE	ROLE	DIRECTOR / PRODUCER	LOCATION
OCT '20 - MARCH '21	TETRIS (FEATURE)	Production Secretary	Prod: Gillian Berrie Dir: Jon S. Baird Prod Co: FB Productions Ltd	Glasgow, UK
JANUARY '21	GO HOME (SHORT)	3 rd AD	Prod: David Jack Dir: Razan Madhoun Prod Co: Sigma Films	Glasgow, UK
JULY '20 – OCT '20	THE MOST RELUCTANT CONVERT (TV MOVIE)	Key Production Assistant	Prod: David O'Neill Dir: Norman Stone Prod Co: 1A Productions	Oxford, UK
JAN '20 – APRIL '20	SWASHBUCKLE (TV)	Production Runner	Prod: Rachel Bazeley Prod Co: BBC Scotland	Glasgow, UK
MARCH '20	VOGUE: EXTREME BEAUTY (SHORT)	Production Assistant	Prod: Kimberley Arms Dir: Posy Dixon Prod Co: Conde Nast	Glasgow, UK
DEC '19	GONE NAKED (TVC)	Researcher	Prod: James Kim Prod Co: Edrington Studios	Glasgow, UK
NOV '19	LOVE SONG (TV)	Floor Runner	Prod: David Marshall Prod Co: Tern TV	Glasgow, UK
NOV '19	W.W.E: PACKING UP (TVC)	Floor Runner	Prod: Dominic Wilcox Prod Co: Dark Energy / BT Sports	Glasgow, UK
OCT '19 – DEC '19	THE FINAL FIX (FEATURE DOCUMENTARY)	Researcher	Prod: Norman Stone Prod Co: 1A Productions	Glasgow, UK
OCT '19	PRETTY SINGLE (TV)	Runner / Casting Assistant	Prod: Grainne O'Carroll Prod Co: Stellify Media / BBC	Glasgow, UK
MAY '18 – JUNE '18	BROTHERS OF ICELAND (FEATURE DOCUMENTARY)	Script Translator	Dir: Diego Botta Prod Co: Dinamo Film	Rome, Italy
JAN '18 – OCT '18	CATTRE: A DEATH LULLABY (FEATURE)	Script Translator	Prod: Ivan D'Ambrosio Prod Co: Dinamo Film	Rome, Italy
OCT '17 – MARCH '18	ALL MY LIFE: 'TUTTA LA MIA VITA' (FEATURE)	Script Translator	Dir: Diego Botta	Rome, Italy

EMPLOYMENT HISTORY

DEKKO COMICS // RESEARCHER

March 2020 to July 2020

- Researched audiences and platforms to expand comic's readership
- Led a PR campaign to attract new audiences to Dekko's online comic range
- Secured features with BBC Bitesize and World Literacy Foundation

MY ENGLISH SCHOOL // DIRECTOR OF STUDIES (NAPLES, ITALY)

Jan 2017 to August 2019

- Recruited and trained teams of English teachers for a large language school
- Scheduled over 500 English classes monthly
- Organised promotional events around Naples to attract new students

MY ENGLISH SCHOOL // NATIONAL DIRECTOR OF STUDIES (ITALY, NATIONWIDE)

May 2016 to Jan 2017

- Senior management role involving travel around Italy to train staff in 20+ private language schools.
- Responsible for overall quality of learning company wide
- Introduced new processes to streamline workload for teachers

MY ENGLISH SCHOOL // DIRECTOR OF STUDIES (ROME, ITALY)

May 2015 to May 2016

- Managed the start-up of My English School's first branch in Rome
- Set up English courses for embassies, banks and the local council

MY ENGLISH SCHOOL // TEACHER (MILAN, ITALY)

Oct 2013 to May 2015

- Taught General and Business English classes for adults and teens
- Led workshops, educational seminars and events with 100+ participants

CUSTOMER SERVICE AGENT // TESCO BANK INSURANCE

April 2011 to Oct 2013

- Handling car insurance quotes, claims and renewals

EDUCATION

Glasgow School of Art

Sept 2009 to June 2013

BA (Hons) Fine Art: Painting & Printmaking | Grade: 2:1 | Distinction in Dissertation

Oxford House, Barcelona

Aug 2009

Trinity TESOL (Teaching English as a Second/Other Language) | Grade: A

TRAINING

1st AD Masterclass | Screenskills | July 2020

Coronavirus Awareness on Production | Screenskills | June 2020

Working with Children | BBC Scotland | Feb 2020

Italian Language B2 | Milan Council | Jan to April 2013

SKILLS

Computing: Intermediate to Advanced level in all Windows Packages (Word, Excel, PowerPoint) and able to use Mac and PC.

Driving: Full, clean UK driving licence for 10+ years. Over 25 years old.

Languages: Fluent in Italian

Software: Final Draft, Premier Pro and Final Cut

VOLUNTEERING & OTHER EMPLOYMENT

Glasgow Mutual Aid

March 2020 to July 2020

Volunteer Call Handler | Coronavirus Support Helpline

Oxford House, Barcelona

Aug 2009

Volunteer English Teacher | Adult Learning, Beginner-Intermediate

Plantation Productions, Glasgow

June/July 2008

Youth Group Leader | Summer Club

REFERENCES - Available on request