

KELLY HEWITT

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PROFILE

I'm a self-motivated, cool-headed individual who can think on her feet and who loves the day-to-day challenges that come my way. From my broad experience in advertising commercials and branded content production I feel very confident working in everything from organisational, technical and managerial positions to provide the best support to the creative process.

SKILLS

Technical & Practical

Mac & PC literate
IT & HR Management
MS Office & Final Draft
Photoshop & Keynote
APA & First Option Covid Courses
Touch typing (65 wpm)
Clean driving license

Personal

Solid organisational and interpersonal skills.
Excellent communication skills, both written and verbal.
Self-starter with bags of initiative. Able to anticipate production needs.
Fast learner. Able to multi-task, prioritise and meet deadlines.
Team player. Practical, unflappable and diligent.
Versatile and resourceful. Thinks outside the box.
Tactful and reliable. Able to handle delicate and confidential matters.

Languages

English (fluent)
Spanish (fluent)

WORK HISTORY

JUL2015 – PRESENT	Freelance Production
NOV2011 – JUN2015	P.A. to Exec. Producers/Partners & Office Manager, Rogue Films, London
OCT2007 – NOV2011	Executive P.A. to C.O.O. & Business Partner, Rapier, London
OCT2005 – OCT2007	P.A. & Coordinator, DDB London
FEB2005 – DEC2005	Freelance Production, London
JAN2003 – JAN2005	Production Coordinator & Office Manager, The Circus, Spain
JAN1999 – JAN2003	P.A. to Executive Producer, Bees Pictures, Spain

PRODUCTION EXPERIENCE

- Management of schedules, call-sheets and movement orders.
- Complex and extensive travel arrangements, national & international.
- Budget supervision and production reconciliations.
- Negotiation and management of freelance crew, equipment and talent contracts.
- Submission of licenses and supervision of child filming policies.
- Experience filming with celebrities.
- Management of health and safety policies, risk assessments and Covid-19 working guidelines.
- Location research and permits processing.
- Extensive experience filming in the UK and Spain.
- Management of animation projects (2D & 3D).

PRODUCTION CREDITS

Brand	Director	Producer	Production Co.	Role
Sprite Zero Sugar '23 Campaign	Damien Shatford	Katie Kempe	The Sweetshop	PM
Save Me (German Amazon Series)	Tarek Röhlinger	Stu Butterworth	Lucky Strike	PM
Kering Foundation 'Salma Hayek'	Bruno Fabresse	Michelle Stapleton	Madam Films	PM
Farrow & Ball	Gus Filgate	Dominic Seymour	Bite Collective	PM

Brand	Director	Producer	Production Co.	Role
Apretude '22 Campaign	Jade Ang Jackman	Nicholas Unsworth	Madcow	PM
Alzheimer's Society	Chris Fowles	Pete Shuttleworth (EP)	Hoi Polloi	P
Meta Portal '22 Campaign	Martin Krejci	Jess Ensor	Merman	PM
Ocado	Gus Filgate	Alex Katz	Bite Collective	PM
McDonalds 'Summer'	Gus Filgate	Dominic Seymour	Bite Collective	PM
Voltaren '22 Campaign	Andrew Lang	Justin Edmund-White	The Sweetshop	PM
Lloyds 'Drum Beat' Stills Campaign	Dean Rogers	Chris Harrison	Pulse	PM
Noom 'Getting Personal'	Emily Anderson	Michelle Stapleton	Madam Films	PM
Pepsi 'Mo Salah - Satisfaction'	Mohamed Hamdalla	Michelle Stapleton	Madam Films	PM
Very 'Excuse of the Year'	Frank Todaro	Jess Ensor	Moxie	PC
Diabetes UK 'This is Diabetes'	Chris Fowles	Pete Shuttleworth (EP)	Hoi Polloi	P
Vodafone 'Relentless'	Victor Ferragut	Michelle Stapleton	Madam Films	PM
Government Covid Campaign	Zak Emerson	Jess Ensor	Merman	PC
BT Hybrid 'Broadband Rage'	The Sacred Egg	Jane Tredget	Riff Raff	PM
Lord Jones 'Pharaoh Says Relax'	The Sacred Egg	Jane Tredget	Riff Raff	PM
Soliqua 'Tame That Beast'	Henry Littlechild	Nicholas Unsworth	Madcow	PM
Sky TV 'The Portal'	Dan DiFelice	Kwok Yau	Biscuit	CS/PC
XTB 'Be Jose' (Jose Mourinho)	Michal Sablinski	Michelle Stapleton	Madam Films	PM
Bud-Light / Charli XCX	Christian Flook	Meaghan Binstock	Unreasonable	PM
McDonalds 'The Great Debate'	Ali Ali	Michelle Stapleton	Madam Films	PM
Zygielbojm's Death - London	Ryszard Brylski	Stuart Butterworth	Salt Film	PM
Hewlett Packard/Red Bull	Joe Wright	Malachy McAnenny	Madam Films	PM
Netflix 'Cursed' Promo	Greg Jardin	Michelle Stapleton	Madam Films	PM
Nike 'Girls'	David Wilson	Cathy Hood	Riff Raff	PA
Airbnb 'Spanish Homes'	Rafa Cortes	Bethany Easton	Airbnb	PM
Zalando 'Dance like nobody...'	Mark Albiston	Justin Edmund-White	The Sweetshop	PA
Samsung Fortnite 'Harry Kane'	Jon Bunnings	Michelle Stapleton	Madam Films	PC
J&J 'Why Cotton?'	Thomas Hefferon	Michelle Stapleton	Madam Films	PC
Coca-Cola 'Game Time'	Cindy Lee	Michelle Stapleton	Madam Films	PC
H&M 'Diane Kruger'	Donald Schneider	Sue Hiller	Noise Films	PM
J&J 'Petite Planet'	Thomas Hefferon	Michelle Stapleton	Madam Films	PC
Jose Cuervo Facebook Live	Ian Aryeh	Pete Shuttleworth	Hoi Polloi	PM

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EE Wembley Cup Series	Ian Aryeh	Pete Shuttleworth	Hoi Polloi	PM
Harry Potter Promo	George Cawood	Garett Quigley	Framework LA	PC
Nescafe 'Taster's Choice'	Stuart Parr	Finn James	Love	PA
Coca-Cola/Avicii VR Film	Steye Hallema	Adam May	Vision3/Jauntvr	PM
Paul McCartney VR Film	Tony Kaye	Adam May	Vision3/Jauntvr	PA
Waitrose 'OK, Alright, You Win'	David Edwards	Chris Harrison	Rattling Stick	PA
Lloyds 'To the Stars'	Mark Albiston	Justin Edmund-White	The Sweetshop	PA

EDUCATION & REFERENCES

September 1996 – June 1998

Salliver College, Malaga (SPAIN)

September 1986 – June 1996

San Francisco de Asis, Malaga (SPAIN)

Justin Edmund-White, Head of Production, The Sweetshop

Jess Ensor, Freelance Producer

Pete Shuttleworth, Exec Producer at Hoi Polloi

Further details upon request.