

KELLY HEWITT

+44 7887 723 968 / KELLYHEWITT@MAC.COM / 10 CLEVELAND ROAD, LONDON SW13 0AB

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

Extremely Mac & PC literate
IT & HR Management
MS Office & Final Draft
Photoshop & Keynote
Video conversion procedures
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 situations.

Languages

English (fluent)
Spanish (fluent)

Creative

Assisting directors with finding reference photography and creating mood boards for pitch treatments. Image editing and retouching.

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, databases, movement orders, call-sheets and crew lists.
- Extensive schedule management and complex travel arrangements, national & international.
- Budget supervision and production reconciliations.
- Booking and management of equipment and freelance crew.
- Identifying, taking ownership and solving multiple production issues and requests.
- Assisting directors with all creative research requirements and treatment design.
- Negotiation and management of crew, supplier and talent contracts.
- Submission of licenses and supervision of child filming policies.
- Management of health and safety policies and risk assessments.
- Experience with production insurance claims process.
- Location research and permits processing.

OFFICE EXPERIENCE

- General management of company finances and departmental budgets.
- Maintaining the smooth running of the office, making sure production needs were met.
- Being the first point of contact for all office and production issues.
- Recruitment, training and supervision of junior staff.
- Development and maintenance of company websites.
- Responsible for client and new business target lists and marketing mail out management.
- Managing and coordinating new business pitch processes.
- Working with confidential and sensitive information.
- Staff and industry events organisation.

EDUCATION & REFERENCES

September 1996 – June 1998

Salliver College, Malaga (SPAIN)

September 1986 – June 1996

San Francisco de Asis, Malaga (SPAIN)

David van der Gaag, Executive Producer at Rogue Films

Pete Shuttleworth, Executive Producer at Hoi Polloi Media

Michelle Stapleton, Producer at Madam Films

Further details upon request.

SELECTION OF PRODUCTION CREDITS

Brand/Artist	Director	Producer	Production Co.	Role
Samsung Fortnite 'Harry Kane'	Jon Bunnings	Michelle Stapleton	Madam	PC
J&J 'Why Cotton?'	Thomas Hefferon	Michelle Stapleton	Madam	PC
Coca-Cola 'Game Time'	Cindy Lee	Michelle Stapleton	Madam	PC
H&M 'Diane Kruger'	Donald Schneider	Sue Hiller	Noise Films	PM
J&J 'Petite Planet'	Thomas Hefferon	Michelle Stapleton	Madam	PC
Jose Cuervo Facebook Live	Ian Aryeh	Pete Shuttleworth	Hoi Polloi	PM
EE Wembley Cup Series '17	Ian Aryeh	Pete Shuttleworth	Hoi Polloi	PM
Hellmann's VR Film	Steye Hallema	Adam May	Vision3/Jauntvr	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 Sweet Shop	PA
Vodafone	Chris Hartwill	Kate Taylor	RSA Films	PC
Ford Focus	Vaughan Arnell	Adam Saward	Pagan	PC
Chemical Brothers	Adam Smith	Mark Murrell	Colonel Blimp	PM
Simply Red	Hayley Cloake	Hera King	Exposure Films	PM