

Lucy Butterfield

London based Production Coordinator/Production Assistant

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Callbox Diary Service - 01932 592 572 - www.callboxdiary.com

Production Coordinator looking for new opportunities. Experience working directly on-set, alongside office-based production roles. Excellent communication skills, with a proactive attitude and a working knowledge of commercial production workflow.

Commercial/Branded

<u>Company</u>	<u>Product</u>	<u>Director</u>	<u>Producer</u>	<u>Position</u>
Shoot Europe	Nike World Cup - Community	Elliot James Kennedy	Agatha Gorazdowski	PC
Bullion Prod	Benenden Health x C4	Ollie Wolf	Emory Ruegg	PA
Creative Blood	Expedia x Wrexham FC	Will Grundy	Lauren Mills	PA
Radical Media LA	Project Turkey	Tarsem Singh	Dominic Wilcox	PA
Shoot Europe	Nike World Cup - Community	Till Janz	Jessica Bradbury	Talent Coordinator
UNIT9	Vodafone x Elton John	Sean Pruen	Holly Restieaux	PA
Dead Films	Premier League 30	% Dead Films	Rosa Galvin	PC
Shoot Europe	Nike Women's Football SU22	Charlotte Wales	Agatha Gorazdowski	PC
Partner Films	Mugler x Jimmy Choo	Harley Weir	Parker Kegel	PC
360PM	Vogue China x Hailey Bieber	Vito Fericola	Gemma Scarascia	PA
Gravity Road	Sainsbury's Xmas Food Innovation	Andrew Wilson	Fran Checkley	PA
Madam Films	Vogue Club Classes	Phillip Cheng	Carly Stone	PA
Smuggler	NHS	Tom Speers	Jason Scanlon	PA
New Land	Under Armour	Gustav Johansson	Ivana Bohuslavova	PA
Somesuch	Vogue	Ned Betwood	Maddy Perkins	PA
Somesuch	Palace x Evisu	Rollo Jackson	James Graley	PA
Objekt Films	Dunhill	James and James	Kerry Brandon	PA
Objekt Films	Weight Watchers	Will Riddell	Rosa Galvin	PA
Objekt Films	Young Minds	Jim Robinson	-	PA
BBC Storyworks	Bentley	Alex Kempner	Rosa Galvin	PA
Objekt Films	Clinell	James Lovick	Sarah Kelly	PA
Contented Group	English Cricket Board	Ricky Mason	Nicola Harris	PA
Contented Group	Heineken x Tottenham Hotspur	Ricky Mason	Nicola Harris	PA

Television

<u>Company</u>	<u>Product</u>	<u>Position</u>
Expectation Entertainment	I Literally Just Told You	Production Secretary
Expectation Entertainment	The Lateish Show with Mo Gilligan	Production Secretary

Expectation Entertainment	Mel Giedroyc: Unforgivable, S2	Production Secretary
Expectation Entertainment	The Big Narstie Show, S3	Studio Runner
Monkey Kingdom	Britain's Best Parent	Studio Runner
Amazing Productions	Old House, New Home	Production Assistant

**In-house Production Assistant | SomeSuch
Production Assistant | Five Fifty Five**

- Maintained and collected all production paperwork, including, but not limited to NDA's, contracts and waiver forms from crew

**Production Administrator | International Post Production Team | Sony Pictures Entertainment
Office Coordinator | Gramafilm**

**Ad-hoc basis
Mar - Apr 2021**

Sept - Dec 2019

Oct 2018 - Jan 2019

- Responsible for the production of call sheets for upcoming shoots
- Administration of office expenses and day-to-day management of the general upkeep of the office and equipment

Education

University of Bristol

BA Film and Television, 2:1

2015 - 2018