

VIVIANA CABRAL.

JNR PRODUCER & PROD MANAGER.

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Full UK Driving License

A personable production manager/ junior producer with substantial production experience in drama, feature films, and branded content. Experience working with the BBC, Netflix, Studio Canal, and brands such as; Google, Nike, Pepsi and Sky Sports. Outstanding organisational and communication skills. Pro-active, confident collaborator, and naturally intuitive. Accustomed to working across several projects within busy and challenging environments. A film and theatre enthusiast.

SKILLS

- **Production Management:** overseeing projects from prep (brief scoping, budgeting, scheduling) through to production, post, and delivery. Producing and reviewing production paperwork. Incl.: call sheets, risk assessments, talent contracts, release forms, and movement orders.
- **Client interface:** attentive communicator capable of understanding client needs by providing support and effective problem-solving. Building a solid relationship with creative partners, clients, suppliers, crew, and new talents.
- **Languages:** Brazilian Portuguese (native), English (fluent), French (pre-intermediate).

EXPERIENCE: BRANDED CONTENT

Feb-March 25	COPA90	PRODUCTION MANAGER
Production Manager on a global Pepsi campaign in co-production with Merman. The campaign celebrates Pepsi's involvement in football worldwide and the launch of the new Pepsi ambassadors.		
Sept - Oct 24	House 337	JUNIOR PRODUCER
Junior producer on a global campaign for Sweaty Betty. Working directly with client and agency, overseeing prep and shoot. Responsible for running two units - stills and film.		
June - Aug 24	COPA90	JUNIOR PRODUCER
Junior producer at COPA90 for a social campaign for Sky Sports to celebrate the beginning of the 2024 football season. Engaging with 92 fans across the 92 professional football teams in England / Wales, looking after contracts and overall documentation of the project, including releases forms, RA's, and call sheets. In addition, PM'ing on the profile campaign shoots as part of the overall campaign.		
June 23- May 24	DEPT (formally Byte)	PRODUCTION MANAGER/ JUNIOR PRODUCER
Production manager & Junior producer at one of the UK's leading digital marketing agency. The role included producing projects across different brands, such as Trainline, eBay, Just Eat and Twitch, working closely with senior producers and the wider agency team. The projects encompassed a wide range of formats, including: social, branded content, stills, and press events.		
March 2023	VICE	PRODUCTION MANAGER
Production manager on a docu-series for NIKE with a renowned premier league footballer shooting on location. Responsible for the overall logistics of the shoot ensuring the shoot is run smoothly and in line with the talent's security protocol.		
Sept - Dec 22	East City Films	PRODUCTION MANAGER
Production manager working on three VR 360 documentary films commissioned by the Illinois Holocaust History Museum. Filming across Europe, on location, in Berlin, Amsterdam and several locations in France. In addition, the project included a Motion Capture and 360 studio shoot in London.		
April 21 - Aug 22	Across The Pond	PRODUCTION MANAGER
In-house production manager overseeing the day-to-day management of various projects across the London office. Mainly focusing on scoping new briefs and budgeting accordingly.		

Jan - April 20	Abbott Mead Vickers BBDO (AMV BBDO) Post-production manager for Flare Productions. Coordinating projects for brands such as Whiskas, Bacardi, Smart Energy, and Guinness. Maintaining budgets, keeping schedules up-to-date, logging licenses, booking post-production talent, arranging VO's, grading, sound mix/design, and processing PO's/invoices.	POST-PRODUCTION MANAGER
Mar - April 19	MIRUM	PRODUCTION MANAGER
Jul 17- Sept 18	Abbott Mead Vickers BBDO (AMV BBDO)	PRODUCTION MANAGER

EXPERIENCE: FEATURES & DRAMA

Oct 16 - Jun 17	'ISLE OF DOGS' Fox Searchlight Director: Wes Anderson. Producer: Jeremy Dawson. <ul style="list-style-type: none"> Responsible for travel, visas, and accommodation for overseas crew. Issuing contracts, notice letters, start forms, and daily forms. Looking after the shipment of sets, puppets, and other equipment. 	ASSISTANT PRODUCTION COORDINATOR
Sept 2016	THE LAST KINGDOM (UK SHOOT - SEASON 2) Carnival Films Director: Jon East. Producer: Liz Turnbridge. <ul style="list-style-type: none"> 2nd Unit assistant production co-ordinator for The Last Kingdom (Season 2), produced by Carnival Films. Responsible for travel and accommodation for cast and crew and liaising with hotels about on-site facilities/room requirements. Looking after transport bookings, issuing Travel Movement Orders, and booking hire vehicles for different teams. 	ASSISTANT PRODUCTION COORDINATOR
Oct 15 - Jun 16	'BLACK MIRROR' Netflix / Zeppotron Directors: Joe Wright, James Watkins, Dan Trachtenberg, Jakob Verbruggen, and Owen Harris. Producers: Laurie Borg, Lucy Dyke, and Sanne Wolenberg. <ul style="list-style-type: none"> Working within a busy production team across six episodes, Main Unit and 2nd Unit. Supporting the assistant co-ordinator with travel and accommodation, booking taxis, and writing/revising TMO's. Arranging the distribution of scripts, revisions, schedules, and memos to all members in the production. Updating the unit list, contact list and crew database monitoring any changes to staff personal details. Liaising with suppliers for consumables, car hire, requesting quotations, raising purchase orders, assisting with invoices, and overall office management. 	PRODUCTION SECRETARY
April - Oct 15	'DEATH IN PARADISE' Red Planet Pictures Producer: Yvonne Francas. <i>*APOC on site. Filmed in the island of Guadeloupe.</i> <ul style="list-style-type: none"> Responsible for travel and accommodation. Booking flights, hotels and transport, ensuring the relevant departments receive prompt and accurate information regarding movement of cast and crew. Meet & greet to all cast and crew; proving information about the series and life on the island. Key point of contact for enquiries regarding accommodation, local production transport, and equipment. 	ASSISTANT PRODUCTION COORDINATOR

EDUCATION

2023	APA Masterclass 2023
2018 - 2019	MA (Hons) Theatre Lab, RADA, Royal Academy of Dramatic Art.
2008 - 2011	BA (Hons) Film Studies and Drama, University of Portsmouth, Upper Second Class Honours.