

EMILY TETERIS

London based | emilyteterismedia@gmail.com | 07800638285

PRODUCTION COORDINATOR

Production Coordinator with hands on experience running shoots from prep through to wrap. Highly capable in budgeting, logistics, and team coordination. Confident managing multiple projects simultaneously, resolving on-the-ground issues.

SKILLS

- **Efficient in:**
 - Adobe Creative Suite
 - Microsoft & Google Workspaces
 - Canva, Monday, Asana, and Notion.
 - APA guidelines
- **Full clean driving license**
 - Creative problem-solving & calm under pressure
 - Project coordination
 - Social-first experience
 - Excellent time management

WORK EXPERIENCE

Forward Planning Researcher | Objective Media Group (Contract) Dec 2025 - Mar 2026

- Coordinated locations and activities for a 3-week international TV shoot in Vietnam, managing logistics, schedules, and access.
- Liaised with local fixers and international partners to secure locations, insurance documentation, and signed location agreements across language barriers.
- Maintained and expanded a UK location database, sourcing Essex locations and activities shortlisted and approved by senior executives.
- Supported shoots on set as location liaison, overseeing logistics, managing props, and ensuring smooth production days.

Production Assistant/Coordinator | Irresistible Studios Oct 2023 - Nov 2025

- Delivered full production logistics through all stages of production, including call sheets, risk assessments, and expense tracking.
- Managed budgets end-to-end: sourcing quotes, approving invoices, tracking spend, and reconciling costs.
- Manager to freelance PAs, Runners & Interns.
- Coordinated cast + crew across multiple concurrent projects.
- Organised rental equipment (camera, lighting, production) and managed supplier relationships.
- Arranged international travel and accommodation for overseas shoots.
- Assisted in organisation of treatments.

EDUCATION

Film Degree
Falmouth University
First Class Honours
Sept 2020 - June 2023

Extended Media Diploma
Boomsatsuma
D*D*D*
Sept 2018 - June 2020

INTERESTS

- Social documentaries & docudrama
- Tennis (enthusiastic amateur)
- Producing short films
- Running - race coming up for Endo UK
- Reading character-driven plots
- Mindfulness / Yoga

REFERENCES

Harriet-Kate McKean, Head of Production | Alice Duke, Senior Producer (available upon request)

PRODUCTION CREDITS

Role	Job Name	Producer	Brand/Content
Production Manager	Short Horror Films	Niamh Macdonald	Veeam
Production Manager	Liquid IV	Elliot Ruby	Liquid IV
Project Coordinator	Bet365	Camilla Zupi	Bet365
Production Manager	KP Snacks x The Hundred	Blake Kenward	KP Snakcs
Production Manager	Travel	Izzy Williams	Barclaycard
Production Manager	Head	Izzy Williams	Barclays
Production Manager	Heart	Izzy Williams	Barclays
Production Manager	Lost Balls	Izzy Williams	Barclays
Production Manager	Make it Miami	Blake Kenward	Snipes x MCM
Production Manager	Find Your Edge	Blake Kenward	The Trade Desk
Production Assistant	Nama Jokki	Izzy Williams	Asahi
Production Assistant	MCFC	Blake Kenward	Asahi x Man City
Production Assistant	Hellmann's Women's Euros	Alice Duke	Hellmann's
Production Manager	Investec / Champions Cup	Blake Kenward	Investec
Production Assistant	Aye Y' Can	Alice Duke	Endura
Production Assistant	Lunchbreak Rescue	Alice Duke	Oasis
Production Assistant	It's Crunch Time	Alice Duke	McCoy's
Production Assistant	Go Cardless x Swim England	Izzy Williams	Go Cardless
Production Assistant	JD / Maclaren	Izzy Williams	Jack Daniels
Production Assistant	EA: Design Home	Alice Duke	EA
Production Assistant	Apex 'Legends'	Izzy Williams	EA
Production Assistant	R&S Essentials	Hannah Samuelson	R&S
Production Assistant	DP World	Izzy Williams	DP World
Production Assistant	Neotones	Laura Duffy	Music Video
2nd AD	The Severed Sun	Jude Goldrei/Becca Wolff	Feature Film
1st AD	End Like This	Art Evans	Music Video