

EMMA PENDARVES

emmapendarves@gmail.com

07572 684 327

London Based | Full Clean UK Driving Licence

ScreenSkills Covid-19 on set qualified plus experience.

KEY SKILLS

- Microsoft Excel/ Word/ Powerpoint
- SetKeeper
- Managing accounts and cash handling
- First Aid and PCR Swabber Trained
- Adobe Suite e.g. Photoshop and Lightroom
- Sending out contracts using Adobe Sign
- Scheduling using DOODs
- Writing TMOs and booking accommodation

I am a highly organised and enthusiastic individual who thrives under pressure and in making decisions. Having produced a handful of short films, I have experience in organising and managing my own cast and crew. I have recent experience in HETV as a Covid Secretary on *Gangs of London Season 2*, and *Strike: Troubled Blood*. This administrative position has taught me that I enjoy being able to preempt any potential issues and solve them through strategic planning and systemization.

PRODUCTION CREDITS

- **I AM RUTH** | PRODUCTION ASSISTANT | CHANNEL 4 | Dailies | Apr '22
Pulling sides from Preview and SetKeeper.
Managing lunches for all crew on set.
Delivering rushes at the end of shoot day.
- **LOVELESS** | LOCATIONS MARSHALL | WARNER BROTHERS | Dailies | Apr '22
- **STRIKE: TROUBLED BLOOD** | COVID SECRETARY | BBC/HBO | Jan-Apr '22
Performing PCRs (trained) and lateral flow tests.
Ordering and managing all accounts on Equals.
Work experience as Production Secretary – booking accommodation, writing TMOs, sending contracts.
- **GANGS OF LONDON S2** | COVID SECRETARY | SKY/HBO | Oct-Dec '21
Managing testing regimes of different departments.
Organising and booking couriers across the UK.
Communicating Covid protocols over the phone and on set.
- **JAM (2021)** | PRODUCER | SHORT FILM | Oct '20 – May '21
- **DAVID BECKHAM: HOUSE 99** | RUNNER / PA | PULSE | Dailies | May '17
- **MANAGER** | Swanpool Beach Cafe | Seasonal '17 – '20
- **SUPERVISOR** | Healey's Cider Farm | Summer '21

emmapendarves.co.uk

EDUCATION

University of Leeds: Bachelor of Arts (**First Class**) in Film, Photography and Media (International).

REFERENCES AVAILABLE ON REQUEST

GDPR Statement: This CV may be kept on file and distributed for employment purposes.