

TANYA GIANNECCHINI

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38 Pentiridge Street

London - SE15 6JE

SKILLS

Film&Animation Production

Scheduling&Budgeting

International Travels

Client Relationship

Microsoft Excel

Production Paperwork

Post Production Softwares
(Adobe, Da Vinci)

EDUCATION

2015

Birkbeck University Of
London - FDA Arts and Media
Management

2007

Pisa University - Cultural
Assets Management

PROFILE

I worked as Production Coordinator/ Junior Production Manager in branded content, documentaries and commercials. Versatile and fast thinking, I have a passion for supporting the development of concepts into reality. Able to take direction and work independently as well as together with the team.

EXPERIENCE

Junior Production Manager/ Film Ops @ The Creative Engagement Group; London - Jan 2020 - Present

- Supporting the Film Operations Manager with the daily organisation of high volume, fast-paced film production.
- Being on point to provide the Client Service team with budgets and short statements of work.
- Support Producers by inputting, monitoring and updating all project budgets, costings and margins within the financial planning software (Procim).
- Prepare and maintain accurate project plans and schedules.
- Keep Producer, team and, where appropriate client, abreast of project status.
- Book film team/crew, travel and accommodation where required, raising necessary PO's.
- Create and disseminate call sheets and other critical documentation.
- Provide necessary oversight of post-production projects.
- Support Operations Manager with broadening reliable freelance pool.
- Effectively manage external resource in collaboration with the Producer.
- Foster key internal business relationships with team members across all service lines.

Production Coordinator @ TBD Media; London - Nov 2019 - Nov 2020

- Leading administrative duties such as organising travel, housing, meals, creative planning, production schedules and budgeting.
- Being the first point of contact to all stakeholders, including agencies, brands, customers and partners.

REFERENCES

Rebecca Heal - Line Manager (TCEG)

+44 7970 562208

bexheal@gmail.com

Katherine Vass - Executive Producer (TBD Media)

+44 7900 894540

littlevass@hotmail.co.uk

- Supervise schedules while meeting all deadlines in collaboration with the production team.
- Draw up production paperworks: call sheets, risk assessments, carnets, realise forms, cue sheets...
- Overall responsibility for timely delivery of all deliverables to media platform for launch & publication.
- Exemplary client list: Estée Lauder, Prada, Smart City NY, LaGuardia and JFK airports, Siemens, PVH, etc...

Event Coordinator @ MASK; London&Nairobi — Feb 2017 - Feb 2018

- Plan, organise and execute fundraising events.
- Organising travel, housing, meals; budget monitoring.
- Gathered event requirements, including venues, budgets, guest lists, catering and event timelines through face-to-face client meetings.
- Developed and retained strong rapport with donors through proactive contact.
- Managed all documentation and databases to keep records accurate and current.

Event Staff @ Candid Art Trust; London — 2015 - 2016

- Organised materials, cleaned facilities and set up equipment to prepare for events.
- Installation of artwork display and uninstall process.
- Develop, compile, check, update and circulate object lists.
- Gathered event requirements, including venues, budgets, guest lists, catering and event timelines through face-to-face client meetings.
- Greeted incoming guests, accepted payments, reviewed tickets and directed to facility locations.