

# - ELLIE CRAVEN -

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## ABOUT

Works incredibly hard with a smile. Gets great satisfaction out of problem solving and trouble-shooting issues. Boosts office morale with upbeat and humorous personality.

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## TECHNICAL SKILLS

Microsoft Office Suite - Word, Excel, Powerpoint  
InDesign  
Premiere Pro  
Showbiz Budgeting  
Photoshop  
MYOB

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## EMPLOYMENT

### **FREELANCE - March 2021 - Present**

TVC Production Co-ordinator

Details: Working on Tourism Australia TVC, Destination NSW TVC.

### **COLLIDER - 2019 - 2021**

Junior Producer

Details: Liaising between the director and client/agency to create beautiful and meaningful content. I would problem solve in order to deliver final works on-budget. I would do everything from scheduling to location scouting, photoboards, callsheets, travel logistics to even being the sound operator and taking BTS photography on the shoot day. I would then handle all post-production and processing of invoices.

### **FREELANCE - 2018 - 2019**

Production Manager / Co-ordinator

Details: Employed by heavy-weight producers, I would be the right-hand woman for all production needs, doing everything from arranging travel, booking camera /sound / lighting equipment and being in charge of talent and extras.

### **FINCH - 2014 - 2018**

Production Manager / Co-ordinator

Details: progressing from intern, to assistant / co-ordinator and finally manager, I handled all aspects of production from catering, budgeting, laying up pre-production documents, booking crew, applying for location permits, negotiating costs with suppliers etc.

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## **EDUCATION**

Secondary Education:

2007 - St. Vincent's College, Potts Point – UAI 87.5

Tertiary Education

2012 – UNSW: Bachelor of Media – Screen & Sound

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## **REFERENCES**

Cath Anderson

Producer – Freelance

0418 405 666 [cath@finchcompany.com](mailto:cath@finchcompany.com)

Lucy Pilkington

Executive Producer – Collider

0474 100 224 [lucy@collider.com.au](mailto:lucy@collider.com.au)

Michael Hilliard

Executive Producer – FINCH

0488 100 011 [michael@finchcompany.com](mailto:michael@finchcompany.com)

## RECENT TVC's

May – June 2021

Client: Destination NSW

Director: Jared Knecht

Producer: Cath Anderson

Position: Co-ordinator / DA

Production Company: FINCH

March – April 2021

Client: Tourism Australia

Director: Chris Riggert

Producer: Cath Anderson

Position: Production Co-ordinator

Production Company: FINCH

April 2020

Client: Belong

Director: Damon Cameron

Producer: Olivia Hantken

Position: Production Manager

Production Company: Collider

March 2020

Client: Greenpeace

Director: Cybele Malinowski

Position: Producer

Production Company: Collider

November 2019 – Feb 2020

Client: Carriageworks

Director: Yeoseop Yoon

Position: Producer

Production Company: Collider

November 2019

Client: Ford

Director: Jack Naylor

Producer: Annie Schutt

Position: Production Manager

Production Company: Collider

November 2019

Client: Ford

Director: Jack Naylor

Producer: Annie Schutt

Position: Production Manager

Production Company: Collider

October 2019

Client: Pantene

Director: Suzanne Kim

Producer: Olivia Hantken

Position: Production Manager

Production Company: Collider

September 2019

Client: Vodafone

Director: Jack Naylor

Producer: Lucy Pilkington

Position: Production Manager

Production Company: Collider

September 2019

Client: Ford

Director: Jack Naylor

Producer: Annie Schutt

Position: Production Manager

Production Company: Collider

August 2019

Client: Shell

Director: Damon Cameron

Producer: Olivia Hantken

Position: Production Manager

Production Company: Collider

July 2019

Client: Vodafone

Director: Jack Naylor

Producer: Lucy Pilkington

Position: Production Manager

Production Company: Collider

June 2019

Client: Charles Sturt University

Director: Damon Cameron

Producer: Olivia Hantken

Position: Production Manager

Production Company: Collider