

ALEXANDER CHAN

A production assistant with 3 years' experience in production coordination, predominately working on corporate commercials and animated shoots.

Full clean driving license (business insurance & over 25), own a car and experience driving Luton and transit vans.

CONTACT

Bristol & London
Bases (willing to relocate nationally)



+44 (0) 7854142417
Phone Number



achanmedia@outlook.com
Email



EDUCATION

Business Studies – 2.1 BA (Hons)
*University of the West of England
2010 - 2014*

TRAINING

ScreenSkills
Coronavirus Basic Awareness on
Production Training

Safeguarding for all: Basic awareness for
the screen industries

Addressing unconscious bias: Basic
awareness in the workplace

Tackling harassment and bullying at
work

Albert Sustainable Production Training
(June 2023)

OTHER EMPLOYMENT

Diversified | Associate Project Manager
Bristol / June 2022 – March 2023

- Hosting weekly project update meetings with internal and external stakeholders
- Monitoring and reporting on project's financials and project budgets.
- Liaising with design and operations teams to coordinate all documentation between all key stakeholders, including risk assessments and CAD drawings.

Freelance | Event Manager

UK Coverage / August 2015 – January 2019

- Managing a team of brand ambassadors, delegating and empowering staff.
- Problem solving crisis resolution, overseeing all feedback and risk management.
- Completing reporting from performance metrics and refining best practices.

DS SMITH | Graduate Sales Executive

UK Coverage / August 2015 – January 2019

- Creating a personal diary schedule, generating leads, arranging client appointments and research existing and new potential opportunities.
- Presenting business proposals for client contract tenders.

SKILLS

Client management | Managing budgets | Travel & accommodation booking | Microsoft Excel | Research | Cast Lists & Grids | Adobe Photoshop & Lightroom

PRODUCTION EMPLOYMENT

Eternal Return (Feature) | BKS Studios | Production Assistant (Daily)

Southwest Wales - November 2023 – Cat Mednick (Production Manager)

- General running duties including aiding welfare of talent and crew
- Requesting and processing Right to Work Checks
- Research to support Assistant Directors

Dope Girls (Series 1) | Bad Wolf Studios | Production Runner

Southwest Wales - August to November 2023 – Kathy Nettleship (Line Producer)

- Drafting TMOs and wrap reports
- Organising the daily call sheets and sides via Scenechronize
- Maintain various production and financial trackers
- Updating Cast lists and grids
- Liaising with HODs to submit the Albert Carbon Footprint & Carbon Action Plan

The Outlaws (Series 3) | Big Talk Productions | Production Assistant

Bristol / Southwest / London - June & July 2023 – Paula Watkins (Line Producer)

- Research and booking of cast and crew travel and accommodation
- Organise the daily call sheets and sides
- Maintain various production and financial trackers
- Raising and uploading purchase orders to cost managers
- Processing reconciliation forms
- Maintaining and ensuring Albert guidelines

Nadiya's Simple Spices | Wall to Wall Productions | Production Assistant

Bristol/Devon - May 2023 – Vinnie Moriarty Morris (Production Manager)

- Assisting the Producer with props and set dressing
- Responsible for driving multiple rushes to and from location
- Ensuring Albert guidelines and standards are met
- Exposure to data wrangling and Shotgun Pro trained

Harleys Global Ltd | Production Coordinator

Bristol / January 2019 – June 2022

- Overseeing all location sourcing, shoot schedules/call sheet creation, coordinating all necessary transportation, accommodation, releases and permits for cast and crew.
- Liaising with third party suppliers and casting agents negotiating contract terms.
- First point of contact on location if any issues arise, supervising talent and overseeing daily spend on set.

REFERENCES

Vinnie Moriarty Morris
Production Manager

vinnie.mm@walltowall.co.uk
07903 640203

James Harris
Head of Film

James.harris@harleys.agency
07807 100423