

SUMMARY

Experienced Production Leader with 10 years managing video production teams in fast-paced creative environments. Worked for the largest automotive publisher in Britain, producing editorial and commercial content of various scales. Skilled in delivering high-quality content across platforms, including branded content, TVCs, animation/VFX, and stills. I ensure projects are on time, on budget, and meet high creative standards. I take pride in nurturing motivated teams and developing efficient internal processes. My colleagues often commend my calm attitude, which brings reassurance and positivity to the challenges we face in every project.

SKILLS

- Production Leadership
- Strategic Planning
- Budgeting & Scheduling
- Project Management
- Persuasion & Negotiation
- Collaborative Working
- Organisation & Prioritisation
- Location, Talent & Crew Sourcing
- TVC Clearance (Clearcast + ThinkTV)
- H&S - Risk Assessments
- Monday.com, ClickUp, Trello & Jira
- Excel, Word, PowerPoint & G-suite

WORK EXPERIENCE

Wooshii aquired by: **M3 Labs - MSQ Partners**

Line Producer • 03/2023 - 09/2023 • 02/2024 - Present

- *Leading and overseeing the production of multiple global projects, ensuring delivery within budget and scope while upholding creative standards.*
- *Managing relationships with internal teams and clients, pitching production solutions and ideas that align with client expectations and budgets.*
- *Handling resource allocation, negotiating fees with contractors, leading client communications, and ensuring alignment across stakeholders.*
- *Ensuring that creative goals are met while maintaining tight control of schedules and budgets.*
- *Managing multiple concurrent projects, overseeing all stages from inception to delivery.*

Shelter

Freelance Production Manager • 11/2023 - 01/2024

- *Managed end-to-end workflow and project management for film and photography projects.*
- *Coordinated team capacity and availability, ensuring that resources were optimally allocated to meet organization quarterly deadlines.*
- *Acted as the first point of contact for all incoming projects, leading daily stand-ups and setting up dedicated project groups to manage workflow.*
- *Provided regular updates to stakeholders, tracking project progress, and resolving any issues to maintain timelines and quality standards.*
- *Implemented new processes for media management and archiving upon project completion ensuring easy access to project files when needed.*

Knock Knock

Producer • 03/2022 - 09/2022

- *Led the video production team, improving workflow and implementing new production processes.*
- *Managed client relationships, budgets, and project deliverables to ensure high client satisfaction and profitability.*
- *Mentored junior producers, ensuring the team met delivery standards and enhanced their skill sets.*

Dennis Publishing/Autovia

Film Production Manager • 01/2021 - 03/2022

- *2nd in command, managing the creative studio production team and their resources and operational requirements.*
- *Planned and organised automotive film content projects, ensuring the production schedules were met and shoots ran to schedule.*
- *Managed teams on set, remotely and in the office.*
- *Tracked all types of shareable data, such as budgets, production costs, profits, resources databases, etc by creating complex spreadsheets and financial reports and transforming the info into actionable strategies.*

Film Production Coordinator • 12/2012 - 01/2021

- *Coordinated over 45 video campaigns, including international projects, overseeing budgeting, scheduling, and shoot production.*
- *Identified skill gaps and implemented training programs, resulting in improved team performance.*
- *Developed Health & Safety processes, reducing risks and increasing productivity on set.*

EDUCATION

Bachelor of Technologies of Audiovisual Communication

Polytechnic Institute of Porto

High School Diploma in Image and Communication

Soares dos Reis Art School - Porto

CERTIFICATIONS

Emergency First Aid at work

TWG Medics • 06/2024

Jira Fundamentals Badge

Atlassian • 10/2023

Trello Fundamentals Badge

Atlassian • 10/2023

COSHH Training

Virtual College • 01/2023

Fire Marshal and Safety Training

Virtual College • 01/2023

Covid-19 Shooting Guidelines

Advertising Producers Association • 07/2020

Mentoring for Mentors

Screenskills • 06/2020

Safe Management of Productions

1st Option Safety Consultants • 08/2016

Foundations of Project Management

Google • 04/2024

Pinterest Advertising Essentials

Pinterest • 10/2013

Digital Marketing Certification

Hubspot Academy • 10/2013

Tackling Harassment & Bullying at Work

Screenskills • 07/2020

Coronavirus Basic Awareness on Production

Screenskills • 07/2020

Management & Leadership - Level 5

Course Gate • 06/2020

Working with Children in Entertainment

Grand Scheme Media/Screenskills • 02/2019

Production Manager - Children's TV

Alias Academy/Screenskills • 12/2015

VOLUNTEER EXPERIENCE

- Workshop Coordinator “From Script to Directing” - Avanca Film Festival 2007
- Cinema Festival Youth Jury - FAMAFEST 2000 & 2003
- Production Secretary - International Film Festival Figueira da Foz 2000
- Organization - FESTIVIDEO 98 & 99

AWARDS

- [TELLY AWARDS - Bronze Winner: General Non-Broadcast: Automotive/Vehicles - 2020](#)
[Hyundai i30N Versus The North Coast 500 - Evo Youtube Channel](#)
- [TELLY AWARDS - Silver Winner: General Non-Broadcast: Automotive/Vehicles - 2020](#)
[Hyundai i30 Fastback N Versus Nurburgring - Evo Youtube Channel](#)

LANGUAGES

Portuguese

Native

English

Fluent

French

Basic

Spanish

Basic