


LILIANA DIAS

PRODUCTION MANAGER
PRODUCER

FIRST AIDER & FIRE MARSHAL | EU DRIVER'S LICENCE

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SUMMARY

Video Production Manager with 10 years of experience successfully managing crews, schedules and budgets. I organise productions and get things done. I always give 100% making sure all projects run smoothly with the least stress for those involved, keeping the team focused, happy and on track. I'm always ready to inspire and motivate everyone I work with.

SKILLS

- Time Management
- Strategic Planning
- Budgeting & Scheduling
- Project Management
- Active Listening
- Persuasion & Negotiation
- H&S Awareness
- Monday.com, Trello & Jira
- Collaborative Working
- Organisation & Prioritisation
- Location, Talent & Crew Sourcing
- Video & Photography Knowledge
- Troubleshooting on set
- Attention to detail
- Risk Assessments
- Excel, Word, PowerPoint & G-suite

WORK EXPERIENCE

Wooshii

Line Producer • 03/2023 - 09/2023

- Managed all aspects of production and day-to-day project management from inception to final delivery on multiple concurrent projects.
- Efficiently allocated, vetted, negotiated and managed resources, including talent, crew, external vendors, locations, etc.
- Managed internal teams and client comms, leading meeting calls, communicating key milestones and project progress clearly and efficiently, and ensuring all stakeholders were fully aligned.
- Supervised the quality of the work delivered making sure the creative was achieved through all stages of production.

Career Break

Caregiving - Family Illness • 10/2022 - 03/2023

Knock Knock

Producer • 03/2023 - 09/2023

- Managed the video production team workflow.
- Created and implemented new production processes that improved the company's efficiency.
- Liaised with clients directly, led regular meetings, responded to creative briefs, facilitated information between the operational team and the clients and supervised the quality of the deliverables.
- Created quotes, managed budgets, and processed invoices and expenses.
- Supervised all projects keeping them on track and on budget reporting their profitability to the business.

Dennis Publishing/Autovia

Film Production Manager • 01/2021 - 03/2022

- 2nd in command managing the video production team and their operational requirements.
- Planned and organised schedules ensuring the production timelines 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.
- Forecasted and assessed potential risks affecting the quality, the budget or the timeframe initially set for the production.

Film Production Coordinator • 12/2012 - 01/ 2021

- Coordinated teams, planned and scheduled shoots on more than 45 video campaigns, 10 of those in foreign European countries.
- Identified gaps in the team skills, found training opportunities for the team members and promoted a learning environment within the team, improving the quality of work produced.
- Developed and implemented Health & Safety processes that eliminated many risks for the crew increasing their productivity.
- Designed starter manuals for junior members of the team boosting the team's productivity and growth compared with previous years.

Filmmaker • 04/2011 - 12/2012

- Camera operation and video editing of online video content.

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

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

First Aid Training

British Red Cross • 08/2018

Safe Management of Productions

1st Option Safety Consultants • 08/2016

Pinterest Advertising Essentials

Pinterest • 10/2013

Digital Marketing Certification

Hubspot Academy • 10/2013

Working at Heights Training

Virtual College • 01/2023

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