

MARIA ROMAS

PRODUCTION. POST. TRAVEL

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PROFESSIONAL PROFILE

I am highly skilled in coordination and organisation, bringing precision and adaptability to every project. As a Travel Coordinator at NEP Group, I managed complex travel logistics for the *Network Seven – Summer of Cricket Season 2024*, ensuring smooth execution and cost efficiency. My work on *Neighbours* further sharpened my ability to manage fast-paced schedules, tight deadlines, and cross-department communication. I excel at juggling multiple tasks, anticipating challenges, and delivering seamless support to the creative teams. Whether coordinating flights or facilitating production needs, I consistently bring structure and clarity to dynamic environments, keeping everything and everyone on track. I am eager to apply my organisational expertise to roles that allow me to contribute to the success of creative and logistical teams, whether in fast-paced production environments or on location.

SCREEN AND TV CREDITS

Assistant Production Coordinator/Production Assistant	Genepool Productions TAC Documentary: Only Human	Line Producer: Cathy Rodda	2025
Travel Coordinator	NEP Group Network Seven - Summer of Cricket	General Manager: Jeff Coleman	2024-2025
Post-Production Coordinator	Fremantle Media Neighbours – TV Series	Producer: Jason Herbison & Andrew Thompson	2023
Co-Producer	Little Train Creative Meow Bow Wow – Short Comedy	Producer: Bronwen Lane	2019
Production Assistant	Little Train Creative Bad Dad – Short Horror	Producer: Bronwen Lane	2019
Production Assistant	Paul Parker Productions Where To From Here – Short Drama	Producer: Paul Parker	2018
Series Editor	Chris Jackson Productions Creatives On The Couch – TV Series	Producer: Chris Jackson	2017-2016
Production Assistant	RMITV Production House The Assenders – TV Series	Producer : Mike Gorrie & Alex Grimes	2016
House Manager	RMITV Production House Live At The Kaleide – TV Movie	Producer: Mimo Mukii & Jessie Upward	2016
Series Editor	RMITV Production House The Leak – TV Series	Producer: Seonaid Drummond & Andrew Fenaughty	2016-2015

EDUCATION

Bachelor of Communications (Media) Advanced Diploma of Screen & Media
RMIT University RMIT University

Diploma of Screen & Media
RMIT University

SKILLS AND CAPABILITIES

Production Management	Pre-Production Support	Microsoft Word
Project Management	Organisational Skills	Microsoft Excel
Call Sheet Preparation	Communication Skills	Microsoft Teams
Travel and Logistics	Collaborative and Flexible	Zoom Workplace
Broadcasting	Scheduling	Google
Media Production	Research and Analysis	Workplace
Attention-To-Detail	Content Creation	

REFERENCES

Jeff Coleman

General Manager, NEP Group

Contact details available on request

Lisa Brougham

Crewing, Production & Travel Supervisor, NEP Group

Contact details available on request

Veronyka Campbell

Senior Travel Coordinator, NEP Group

Contact details available on request