

PROFILE

Completing my Unit Production Manager Attachment on *Granite* has sparked a passion for the vital role the production office plays in navigating the logistical complexities of productions. Throughout the attachment, I had the opportunity to shadow multiple roles within the Production team and gain a comprehensive understanding of the responsibilities of a Unit Production Manager. I developed a thorough understanding of crew contracts, supplier and equipment agreements, cost projections, call sheets, daily progress reports, company travel logistics, crew per diems, and the booking of additional crew and equipment on a day-to-day basis. This experience has inspired me to pursue a career path within the production office, with the goal of deepening my knowledge of the professional film industry and striving to become a Production Manager myself.

PRODUCTION EXPERIENCE

Jan 2025 – Aug 2025	Granite (Series) – Unit Production Manager Attachment Production Company: Werner Film Productions/60Forty Films Line Producer: Amanda Crittenden UPM: Helen Boicovitis
Sep 2024 – Dec 2024	Pressroom Media - Moving Stories (Online) - Digital Content Producer/Editor Company: Pressroom Philanthropy Chief Marketing Officer: Peter Cassidy Director of Moving Stories: Alex Walton
Feb 2022 – Jan 2024	Bokeh (Student Short) – Producer Affiliation: Swinburne University of Technology Director: Chirstian Misuraca
Feb 2022 – Jan 2024	Restart (Student Short) – Co-Producer Affiliation: Swinburne University of Technology Director: Angus Molden Co-Producer: Genevieve Yanko
Jul 2022 – Feb 2023	Vet On The Hill (Online) – Digital Content Creator Production Company: WTFN Entertainment Production Supervisor: Hannah Hopes
Feb 2022 – Jul 2022	Space Invaders (S2) – Digital Content Creator Intern Production Company: WTFN Entertainment Production Supervisor: Derek Dyson
Aug 2022 – Dec 2022	THINK ABOUT IT (Music Video) – Co-Producer Artist: Tommii (ft. Chelsea Knight) Director: Ella Boon Co-Producer: Angela Lopez
Feb 2021 – Jun 2021	Defective (16mm Student Short) – Producer Affiliation: Swinburne University of Technology Director: Jake Cawfield

CERTIFICATIONS & SKILLS

- Valid Working With Children Check
- Valid Driver's License
- Crew & Casual Contracting
- Supplier & Equipment Agreements
- Call Sheets, Daily Prep Schedules & Daily Progress Reports
- Crew Per Diems
- Working knowledge in Entertainment Partners systems: Movie Magic Budgeting, Scenechronise
- Proficient in TPH Global systems: Digital Forms, EzyPO & Digital Paper Flow
- Proficient in Microsoft Office (Excel, PowerPoint, Word, Outlook, Teams)
- Proficient in Google (Docs, Gmail, Calendar, Sheets)
- Proficient in the Adobe Suite (Premiere Pro, After Effects, Photoshop, Acrobat, Experience Manager)

EDUCATION

- Tertiary** **Bachelor of Film and Television (Honours)**
Feb 2020 – Nov 2023 Swinburne University of Technology
 - Areas of study include directing, producing, cinematography, scriptwriting, editing, sound design, and academic journalling.
 - Advanced Minor in Visual Effects and 3D modelling.

REFEREES

HELEN BOICOVITIS
UPM on *Granite*
Phone: +61 412 135 723
Email: hboicovitis@netspace.net.au

Marie Maroun
Professional Attachments Trainee Manager on *Granite*
Phone: +61 413 097 607
Email: marie1maroun@gmail.com