

Ellen Farnan

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Albert Court, 7 Edward St, Belfast,
BT1 2LL

07366 829887

ellen.farnan@gmail.com

Available From July 2021

Skills

- Fast and enthusiastic learner
- Highly organized and motivated individual
- Enjoys working with teams to achieve results and hit deadlines
- Ability to work very well under pressure with tight deadlines.
- Microsoft Office Skills (Excel, Word, Powerpoint etc)
- Adobe Suite Skills (Photoshop, After Effects, Flash, Premier Pro)

Experience

Sixteen South / Development Production Coordinator

BELFAST

JUNE 2020 – May 2021

Production Coordinator across several projects.

- Responsible for team management, communications & team scheduling.
- Assist in Top line Schedule Planning & Department tracking.
- Recruitment – assisted in locating talent, liaison with agents & legal on contracts and rates.
- Liaison with Financial team on Cost Tracking & Invoices
- Responsible for creating and maintaining excel tracking documents.
- Assist in project related documentation – Insurance, environmental certificates, child employment licenses
- Responsible for department deliveries to external studio & broadcasters.
- Responsible for presenting creative solutions to help facilitate both schedule and process concerns.

Cartoon Network / Production Coordinator

LONDON

FEBURARY 2019 – MAY 2020

Production Coordinator for Design, Puppet Build & Scene Build departments on a Cartoon Network original series *"Elliott From Earth"*.

- Responsible for team management, department tracking, communications, schedules & work allocation.
- Department report deliveries to Line Producer
- Upkeep and set up of Shotgun – Management of assets, notes, status', artist pages.
- Responsible for department deliveries to external studio.
- Production liaison with external studio for Animation & FX departments.
- Responsible for presenting creative solutions to help facilitate both schedule and process concerns.

Lighthouse Studios / Production Assistant

KILKENNY

JUNE 2018 – FEBURARY 2019,

Production Assistant for Scene Build & Animation Departments on “*Bug Diaries*” (Season 1, 2019), Amazon Prime.

- Responsible for meeting notes, department tracking, communications & Scene Build schedule.
- Upkeep of production software and tracking documentation

Production Assistant across production departments on “*Give A Mouse A Cookie*” (Season 2, 2019), Amazon Prime.

- Responsible for meeting notes, department tracking, & communication.
- Upkeep of Shotgun.
- Reporting production developments to Production Coordinator.

Central Park Sightseeing (Unlimited Biking) / Sales Agent

NEW YORK

SUMMER SEASON 2017

- Fielding customer queries and complaints.
- Managing and recording phone bookings.

Responsible for selling products on offer to hit a daily sales quote

Education

St. Louis Secondary School / Leaving Cert

SEPTEMBER 2008 - JUNE 2014, Carrickmacross, Co.Monaghan

Student Prefect - 5th Year, Class Prefect - 2nd Year

Institute of Art & Design Technology (National Film School Ireland)

/ Animation B.A. (1ST Class Honour Degree)

SEPTEMBER 2014 – MAY 2018, Dun Laoghaire, Co.Dublin.

Languages

English / Native

Spanish / B1