

PRODUCTION MANAGER

RACHAEL NAOME NAMBOOZO

c/o Film Crew Media

Studio City

Full Driving Licence

SKILLS		
<ul style="list-style-type: none"> Budget Management Managing production and editorial team Callsheets, scheduling and timelines Liaising with talent, agents, clients and all in house departments Pre-production, booking studios, equipment, contracts, crew and talent Finance, payroll, credit card rec, expense forms, petty cash management Production, support and attend location and studio shoots Post-production requirements, edit schedule & paperwork Booking accommodation, travel and flights Coordinate and negotiate footage, music, voice over rights and completing PASC forms Clearcast & Adstream, A Frame, Sound Mouse / Silver Mouse, Remus Music Q, Channel 5 management program PASC Chaperone talent, selecting cast and running castings 		
COMPANY	ROLE	DATES
ARROW MEDIA SKY ID	Production Manager. American Monster S8/S9 / Caught In The Net S2 - Arrow Drama Team Lead Drama Producer. Lucy Sanders	Jan 23 - Current
MONKEY KINGDOM ITV 2	Production Manager. The Emily Attack Show S3 Prod Exec. Hannah Peddar	June 22 - Dec 22
MONKEY KINGDOM	Production Manager. Development & Productions Prod Exec. Lewis Froude	Feb 22 - June 22
THE ECONOMIST GROUP	Production Manager. Branded Content HoP. Ibs Ajayi	Sept 21- Feb 22
RUMPUS MEDIA	Junior Production Manager. Development HoP. Lucy Rothery	June 21 -Sept 21
RUMPUS MEDIA BBC Two	Junior Production Manager. Misadventures of Romesh Ranganathan Prod Man. Rebecca Gilbert	April 21 - May 21
RUMPUS MEDIA Channel 4	Junior Production Manager. The Shed In association with Ronseal and the Men's Shed Association Prod Exec. Hannah Thomas	Feb 21 - Mar 21
BT SPORT	Junior Production Manager. BT Sport Creative - Promos Team Prod Man. Daisy Wooll	Jan 20 – Dec 20
BBC STUDIOS BBC One	Production Coordinator. New Year's Eve Live Concert BBC1 <i>Entertainment 2019</i> Prod Man. Sara Hulme	Nov 19 – Jan 20
VOLTAGE TV BBC Two	Junior Production Manager. The Restaurant That Burns Calories BBC 2 Horizon 2020 Prod Man. Samara Friend	Nov 19 – Nov 19
BBC STUDIOS BBC One	Production Coordinator. Elton John: Uncensored BBC1 <i>Entertainment 2019</i> Prod Man. Sara Hulme	Aug 19 – Oct 19
LIME PICTURES MTV	Junior Production Manager. (2 months on location, 2 weeks abroad) Geordie Shore S20 MTV <i>Entertainment 2019</i> Prod Man. Clare Mangan	Apr 19 – Aug 19
AVALON TELEVISION BBC One ITV History Channel 4 C&I Quest Channel 5	Factual Dept. Junior Production Manager. Supporting following productions; Heir Hunters S12 BBC1 – PM Anna Wasiuta '60 x 20 eps Factual' 17/18 Hard to please OAP's S1 ITV – PM Emily Wood '60 x 6 eps Fact-Ent' 18/19 Why does everyone hate the English S1 History– PM Sue Davies '60 x 5 eps Factual' 18 Can I Improve my memory S1 C4 – PM Lauren Armstrong '60 x 1 ep Fact Ent' 18/19 What the killer did next S1 C&I – PM Lee Anne Burgess '60 x 8 eps Factual' 18/19 Al Murray Great British Pub Quiz S1 Quest – PM Fliss Williams '60 x 21 eps Ent' 18/19 Posh Hotels with Sally and Nigel S1 C5 – PM Angela Murray '60 x 4 eps FactEnt' 18/19 Dogs Behaving Badly S1 C5 – PM Laura Porutyte '60 x 6 eps Factual' 18/19	Apr 18 – Apr 19

	HoP. Lydia Arding	
AVALON TELEVISION Comedy Central	Production Coordinator. Russell Howard Travelogue S3 & S4 Comedy Central '60 x 12 eps Fact Ent' 2019 Prod Man. Nicky Mitchell	Jan 18 - April 18
FLAME TV AVALON TV Channel 5	Production Coordinator. The Nightmare Next Door S6 '60 mins x 8 Eps Factual doc' The Murderer Next Door '60 mins x 3 Eps Factual doc' Prod Man. Angela Murray	April 17 – Dec 17
BLAST FILMS Channel 4	Production Secretary. (3 months on location) 999 What's Your Emergency S4 '60 mins x 24 Eps Ob's Documentary' Prod Man. Laura Johnstone	Jan 17 – Apr 17
CRACKIT PRODUCTION Discovery - ID	Production Secretary. Britain's Deadliest Lovers '60 mins x 6 Eps Documentary' Prod Man. Kat Wright	2016
CRACKIT PRODUCTION Discovery - TLC	Production Secretary. Pretty Little Pageant Queen '60 mins Entertainment' https://www.youtube.com/watch?v=k3sFwBkh_gg Prod Man. Kat Wright	2016
CRACKIT PRODUCTION Channel 5	Post-Production Secretary. When TV Goes Horribly Wrong '180 mins Entertainment' http://www.channel5.com/show/when-tv-goes-horribly-wrong When Magic Goes Horribly Wrong '170 mins Documentary' http://www.channel5.com/show/when-magic-goes-wrong Prod Man. Amanda Doig-Moore	2016
INITIAL Endemol Shine Group	Dept. Production Secretary & PA to HOP. <ul style="list-style-type: none"> ● Assist Dept PM with any production closedown, PASCs / Sound Mouse etc. Complete and send new starter forms. Archive any PE paperwork / folders as requested. ● Manage and update PMI, order and manage department and project floats, manage the petty cash, reconcile all receipts on PMI on a bi-monthly basis. Reconcile HoP & PE Barclaycard statements and expenses forms. ● Book couriers & transport. Book kit for shoots, Check all Dept courier invoices against the travel & transport log. ● Soccer Aid 2016 - VT's - July 2015, Djibouti with Eddie Izzard, November 2015, Kenya with Nicole Scherzinger, January 2016, Nigeria with Tinie Tempah ● Big Brother <ul style="list-style-type: none"> - BB chaperoning 01/06/2016 – 07/06/2016 - CBB chaperoning 04/01/2016 – 05/01/2016 - CBB Live Finale 05/02/2016 	2015-2016
RECIPE LONDON HALLBROOK CALGON Sky GALBANI Channel 5	Account Executive. 60" TVC, 'Rewriting History' 20" TVC x2 'Partners and Pipes' https://vimeo.com/125057320 5",10",15 X2 Idents, https://vimeo.com/125060301 Prod Man. Matt Loudon	Sept 14 - April 15
RECIPE LONDON PRINGLES Sky Sports	Account Executive. Microsite & Banner on Sky Sports online. http://skysports.comsites.co.uk/pringles/ Project Man. Rosie McTigue	March 2015
RECIPE LONDON FINISH RINSE AID Facebook	Account Executive. 9 Facebook post and 1 animated banner. Photo-shoot. Responsible for deliverables and staying within budget. Creative Man. Rebecca Dawson	January 2015
RECIPE LONDON CASINO 777 Belgium & French TV	Account Executive. 20" TVC x2, 'House Viewing' Managed the client and project, delivered advert to Adstream. https://www.youtube.com/watch?v=rVyrLNJkNZ8 Prod Man. Michael O'Kelly	November 2014
RECIPE LONDON	Production Assistant. Prod Man. Matt Loudon	May 14 - Sept 14
EDUCATION		
<ul style="list-style-type: none"> ● 3 A Levels Drama, IT, Media ● BA (Hons) Media and Publishing, Middlesex University 		
TRAINING		
<ul style="list-style-type: none"> ● Screen Skills: The Mark Milsome Foundation - Film and TV Online Safety Passport Course 2023-2028 ● Screen Skills: Tackling harassment and bullying at work 2023 ● KnowBe4: Security Awareness Training 2021-2022 ● Safe Management of Productions 2021 - 2022 ● COVID-19 Supervisor training: First Option October 2020 - 2021 		