

Jasmine Wells CV - Post Producer/Production Coordinator

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Post Producer/Production Coordinator/Post Production Coordinator currently available, I am looking for my next role and to build my experience on larger and more complex formats. I have most recently worked in a busy post-house in Brighton, delivering a variety of film and TV content to a wide range of broadcasters and international distributors. I enjoyed managing the day-to-day scheduling of the facility, working closely with our in-house teams, client production companies and freelancers. Technically minded, a quick learner, with high attention to detail, I'll be an enthusiastic and proactive asset to your production.

Junior Post Producer, The Edit_

Aug 2023 - Aug 2024

- Updating offline and final post schedules in a busy edit facility using Farmers Wife & Cirkus software
- Working closely with client production companies to complete projects for a variety of budgets and tight deadlines
- Prioritising tasks, and maintaining workflows when different projects have competing requests
- Organising quality checks and deliveries to UK broadcasters, as well as reversions for internationals
- Booking freelancers and coordinating the timely supply of music, graphics and other media assets
- Handling VO and ADR bookings
- Scheduling and overseeing runners and edit assistants
- Creating quotes and closely tracking projects to ensure accurate invoicing

ROW (scripted feature film)
Film Festival Release - ROW the Film Limited

World's Most Dangerous Roads (series 5)
UKTV & BBC Studios - Ricochet

My National Gallery (documentary feature)
Cinematic Release - Seventh Art Productions

Interior Design Masters with Alan Carr (series 5 & 6)
BBC & Banijay International - DSP South

Saving Lives at Sea (series 8, 9 & 10)
BBC & Banijay International - Blast Films

The Princes in The Tower: The New Evidence (90 min doc)
Channel 4 & PBS - Brinkworth Productions

Anonymous Authors (30' sitcom)
Development Pilot - Tantrum Productions

Hidden Treasures of the National Trust (series 2 & 3)
BBC & All3Media - Blast Films

Junior Production Co-ordinator, back2back productions

Jun - Aug

2023

- Coordinating on location, problem solving and adapting schedules to any last minute changes
- Scheduling large crew, fixed rig and multi-camera filming
- Wrangling, ensuring accurate logging of rushes and coordinating ingest to meet offline deadlines
- Working with contributors and talent in their own homes

Celebrity Help! My House Is Haunted (series three)
Discovery & Passion

Production Secretary, back2back productions

Sep 2022 - Jun 2023

- Managing archive from ingest to declaration
- Dealing with petty cash, purchase orders and credit card reports
- Creating post production paperwork, including experience in Soundmouse, Albert and Silvermouse

Help! My House Is Haunted (series five)
Discovery

Killers: Caught on Camera (series one)
CBS Reality & FilmRise

Post Production Assistant, back2back productions

Feb - Sep 2022

- Working closely with the in-house production managers to hit delivery deadlines
- Maintaining several busy in-house edit suites, as well as an audio facility
- Dealing with kit bookings, repairs and purchases

BA Psychological & Behavioural Sciences, University of Cambridge

2017 - Jun 2020

References and more role specific CV details available on request, I am currently available and looking for my next position.

GDPR - I consent to having my CV kept on record and distributed for employment purposes.