

# Louise Wallace

PRODUCTION COORDINATOR & ASSISTANT

## Contact

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## *Professional Summary*

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Filmmaking graduate with experience across producing, production coordination and on-set support on a range of film, TV and commercial projects. Currently working in a remote production role and actively seeking full-time or freelance roles to expand experience and industry connections.

## *Professional Work Experience*

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### **PRODUCTION COORDINATOR | FEBRUARY 2026 - PRESENT**

HD World Media

- Supporting project delivery across development and production through scheduling, coordination, communication with collaborators, and overseeing production logistics remotely.

### **PRODUCTION ASSISTANT & RUNNER | OCTOBER 2025**

Last Night (Slick Films)

- Maintained a clean and organised set, managing craft services, supporting crowd control, and proactively resolving on-set issues to ensure a safe and efficient working environment.

### **STUDENT VICE PRESIDENT | OCTOBER 2023 - 2024**

Met Film School (Ealing Campus)

- Elected Student Vice President of the London campus, overseeing events, managing senate budgets and liaising regularly with senior leadership and board members as student advocate.

### **PERSONAL ASSISTANT | HOLIDAY PLACEMENT 2022 - 2023**

Monicam Ltd T/A SCI

- Supported the Administration and Compliance Manager with document control, minute taking and managing engineer safety reports during two holiday placements.

### **PRODUCTION ASSISTANT & RUNNER | JULY 2022**

Take Care (Mr Mr Films & BBC)

- 2 weeks of administrative online pre-production work as a Production Assistant, and 5 days as a Runner and Camera Trainee on set, supporting multiple departments and operations.

### **FESTIVAL FRONT OF HOUSE & TECHNICAL ASSISTANT | JUNE 2022**

Ramsgate International Film Festival

- Displayed and presented short and feature-length films across multiple screening venues throughout the festival, whilst welcoming guests and assisting audience members.

## Projects

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**Lemons (Short Film) | February 2023**  
CINEMATOGRAPHER & PRODUCTION DEPARTMENT

**Live On Stage Five | March - November 2024**  
PRODUCER - Episodic Live Music Sets

**Veritas | April 2024**  
DIRECTOR - Short Film

**Camp Hope | May 2024**  
PRODUCER - Short Film

**4 UR TASTE | July 2024**  
PRODUCER - Music Video

**When I Don't Jump | August 2024**  
PRODUCER - Documentary

**Ajar | October 2024**  
PRODUCTION MANAGER & 1<sup>st</sup> AD - Short Film

**Empty Eyes | February 2025**  
PRODUCER - Music Video

**Smoke City Scandal | January - April 2025**  
PRODUCER - 3 Episode Mini-Series

**Stay With Me | June 2025**  
PRODUCER - Short Film

**7 Minutes | July 2025**  
DIRECTOR - Short Film

**Balletomane | August 2025**  
PRODUCER - Short Film

## Professional and Technical Skills

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Communication	Organisation	Negotiation	Leadership	Risk Assessing	Problem Solving
Public Speaking	Pitching	Creativity	Networking	Budgeting	Team Work

## Education

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**Met Film School | 2023 - 2025**  
BA (Hons) Practical Filmmaking 2-Year Course

**Young Film Academy | 2022**  
Summer 2022 Course

**Dover College | 2016 - 2023**  
GCSE & A-Level Education

- Head Girl of School
- The J Lee Thompson Trophy for Media
- The Gilchrist Memorial Prize for Service

## Awards and Certifications

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**Emergency First Aid in the Office and Studio (Lazarus & Bectu) | 2025**

**Production Safety Passport (Mark Milsome Foundation) | 2024**

**Basic Disclosure and Barring Service (DBS) Check | 2025**

**Coronavirus Production Training | 2025**

**First Class Honours in BA Practical Filmmaking (Met Film School) | 2025**

**Raindance Film Producers' Foundation Certificate | 2025**

**A-Level Certifications | 2023**  
5 A-Levels - A\*, A\*, A\*, A, C

**GCSE Qualification's | 2021**  
9 GCSEs - Grades A\*/9 to B/5