

jessguerin@gmail.com

Jessica Guerin
Central London

00447913300463

Profile

Experienced Production Coordinator with a prominent 20-year career in luxury retail, seamlessly transitioning into the thriving media industry. Proven expertise in project/people management, sales, communication, PR/marketing, design and business strategies. Demonstrates strong organisational skills, meticulous attention to detail and a passion for TV and new media. Currently seeking the next challenge with the enthusiasm and energy that has driven success this far.

Production Experience

January - April 2023

Development and Pitching - Various Non Scripted

Clearstory Productions (London)

October - December 2022

Production Coordinator

90 Day Fiancé: Before the 90 Days - TLC

Sharp Entertainment/Global Cities Production (US Team)

September - October 2022

Production Co-ordinator

Jimmy Carr Destroys Art - Channel 4

Clearstory Productions (London)

July - September 2022

Personal Assistant

High Profile Celebrity Client

September 2021 - September 2022

Digital Journalism, Podcasting & Radio Course (Distinction)

Podcasting, Storytelling, Journalism, Audio Practices & Studies, Media Production, Professional Practice, Radio Production, Scriptwriting

July 2017

Production Assistant

God's Own Children - Short, Best Shorts Competition: 3 wins and 2 nominations

Afternoon Pictures (Ireland)

Production

- Managing projects at varying stages, often balancing challenging schedules
- Liaising with talent and contributors
- Hiring and managing kit lists
- Booking crew
- Dealing with day-to-day crew needs

I consent to you keeping my details on file and distributing for employment purposes.

- Assisting with filming permits
- Daily call sheets
- Maintaining logs and ensuring that all release forms are obtained
- Production office

Logistics / Administration

- Workflow management between departments (in-house and external)
- Booking travel and accommodation
- Booking catering
- Daily scheduling
- Corporate entertainment and event management
- Minute taking

Location Experience

- Location scouting UK and Ireland
- Handling talent & contributors

Financial Management

- Processing of invoices and monitoring of costs going in and out
- Ordering and reconciling floats
- Handling of and responsible for petty cash
- Post-production reconciliations

Skills

- Language (Leaving Cert/A level): Basic Spanish, French & Irish
- Full clean driver's license
- Computer literacy – E.C.D.L, MS Word, MS Excel, MS Outlook, MS PowerPoint, Graphic design computer systems including 20/20 Auto-Cad.

Other Professional Experience

With 20 years of experience in the luxury retail sector, I have worked closely with prestigious department stores including Harrods, Selfridges, Harvey Nichols and Liberty. Notable projects include managing a luxury pop-up for NYC based fine jewellery designer Nina Runsdorf at Harrods. I also spent 7 years overseeing both retail and wholesale teams for renowned British jeweller Shaun Leane, known for his participation as a judge on BBC2's 'All That Glitters'. I have held positions in sales, PR, and marketing in industries ranging from Luxury Interior Design to World Famous Music & Dance Production. Throughout my career, I have been responsible for hiring and training staff, managing teams, developing sales plans, maintaining client relationships, creating promotional material, event management and ensuring smooth operational and marketing processes.

References

Available upon request

I consent to you keeping my details on file and distributing for employment purposes.