

# Tillie Mabbutt

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## SUMMARY

- I have 17 years experience as in the video production and event industry.
- I work hard, diligently and pro-actively.
- I'm personable and have a good sense of humour.
- My personal interests are cold-water swimming, rollercoasters, reading a stupid amount of books, getting distracted by dogs, chocolate, & binge watching boxsets.

## SKILLS AND EXPERTISE

- Planning and organisation on a deadline.
- On-site event coordination
- Great time management
- Good communicator
- Quick-thinking and problem solving
- PR and Marketing experience
- Social media and brand marketing experience
- Video editing with Avid, Adobe Premiere, Final Cut Pro.
- Computer literate and confident with both Apple, Windows and Google software.
- I make a mean cuppa, none of that milk first nonsense!

## EDUCATION

### EXETER COLLEGE

**BTEC National Diploma in Media Moving Image** Sept 2003 – July 2005

3 Merit Award

### HONITON COMMUNITY COLLEGE

**Sept 1998 – July 2003**

10 GCSE's gained A-C grades  
Including English, Maths, Science and IT

## WORK EXPERIENCE

### ROTATE FILMS

**PRODUCTION MANAGER | Freelance Ad Hoc, Oct 23 – Present**

- Project manage video and photography productions for staff, freelance crew and clients.
- Maintain and foster relationships with stakeholders and clients to ensure a smooth working environment and project.
- Website building and maintenance.
- Budget planning and responsibility.

### LUX FILMS

**PRODUCTION COORDINATOR | July 2020 – Sept 2023**

- Project manage the logistics and content of project work for corporate clients. Ensuring that all filming and event projects are completed safely, on-time, on-budget and meeting our high standards.
- Developing workflows to ensure projects are completed efficiently and effectively.
- Ensuring all clients and freelancers who work with us have clear and concise communication of where the project is and what is expected from them.
- Client liaison from start to end product. I am often the first port of call for clients to help them with any requests, questions or information. I work hard to maintain good working relationships in an open and friendly way whilst ensuring their trust stays with the company but getting things done in a timely way and as per client brief.

### ITV WESTCOUNTRY

**PRODUCTION SPECIALIST | Oct 2007 – July 2019**

- Liaising between the news desk and crews to arrange location, permissions and clearance for filming.
- Organising payment for crews, agencies and companies.
- Assisting the Content Producers with organising long and short term projects, from planning to on-air.
- Logging footage and data for library and Ofcom use.
- Communicate with our viewers through phone, email, social media and in person, when on location.
- On location PA and running at breaking news stories and large events such as Glastonbury and the 2012 Olympics.
- Edit broadcast packages together against very tight deadlines.
- Gallery PA live 30-minute news programme; keeping the gallery and presenting team on time and off-air cleanly.

## OTHER EXPERIENCE

- Production Assistant for Aardman Animation. Music Video. directing by Nick Park.
- Production. Assistant on Soccer Night
- Runner on ITV's This Morning Bristol Balloon Fiesta broadcast
- Managed the Instagram, Facebook, LinkedIn and the wordpress website for Lux Films.
- I also manage the social media and marketing campaigns for several small businesses
- PR and Marketing Manager for national charity PANDAS Foundation for 18 months.