

# Sophie Le

E: sophielepro@gmail.com | M: (+44) 753 964 3867

PRODUCTION COORDINATOR | MANAGER

## PERSONAL SUMMARY

Experienced in above and below-the-line film coordination, producing, production managing to line producing. She has worked with a wide range of clients and is passionate about building the bones of a production from concept to delivery. She feels strongly about portraying the diversity of human stories authentically across diverse genres and various mediums.

## WORK EXPERIENCE

**DUKH** (Film Short, UK | Director - Ajit Mann) | **LINE PRODUCER** (April 2025 - Present)

**Poly Global Estates** Serviced Accommodation | **PROPERTY MANAGER** (Dec 2023 - Present)

**Songs of the Day After** Ep 3- To the gates (Mini-Series, France | Director - Barbara Glass) **LINE PRODUCER** (Jan 2023 - July 2023) Budget creation

**Ten of Swords** (Film Short, UK | Director - Faye Jackson | Ten Piece Productions) Budget £50k **PRODUCTION MANAGER** (2022)

**The Rabbi's Son** (Film Short, UK | Director - Asher Rosen | Aciniform Ltd) Budget 13k **PRODUCTION MANAGER** (2022)

**Stolen** (Feature Film, UK/SA | Director - Sheridan De Myers) **PRODUCTION MANAGER** (2022)

**Red Bull – Dance Your Style** (Online Promo, UK | Director - Shan Phearon) **PRODUCTION MANAGER** (2019)

**Beefeater Gin** (Commercial, UK | Director – Shan Phearon) **PRODUCTION MANAGER** (2019)

**Paradise Lost – Amrit Kaur** (Music Video, UK | Director – Pratyusha Gupta) **PRODUCER** – (2019)

**Summer Can Wait** (Feature film, UK/China | Director – Fei Yuzhu) Budget £500k LINE PRODUCER/PRODUCTION MANAGER (March 2017 - 2019)

- Budget creation of approx. £500k, UK portion.
- Twelve weeks of pre-production, six weeks production shoot and post production. Overseeing crew and cast hire of 79+ individuals, approving crew fees, contract agreements and release forms. Managing personnel flights and accommodation for international crew.
- Production accounting, obtaining legal advice and Film Tax Relief.
- Overseeing the scouting of locations, procurement of equipment, kit hire and consumables and all major purchasing. Manage vehicle and van fleets for the transportation of each location as well as crew accommodation.
- Acquiring film permits and licences, health and safety, contracts and agreements.
- Petty cash handling, human resources and finance reconciliation for both China and UK budgets. Controlling expenses and revising the schedule to keep the film on time and within budget.

**HAP – Humanitarian Assistance Program** (OBAT Helpers/HAP – NGO, Bangladesh)  
LOGISTICS & FIELD COORDINATOR/VOLUNTEER - (Oct 2017 to 2018)

- Documenting the Rohingya community with photography and video interviews and reporting on the medical centres and living conditions of the camps located near the border of Bangladesh and Myanmar.
- Support setting up HR, human resources, training local staff, creating procedures and protocols for in office and off location field volunteers.
- Facilitate transportation of building construction materials to and from camp locations.
- Training and building capacity for the local staff in office management, logistics and field support in Shelter & Site Development.

**The Boy Who Changed the Law**

(Film Short/Campaign video, Director - Nick Pilton / Writer - Debora Singer)  
PRODUCTION MANAGER - (Aug 2016)

- Two weeks pre-production, 3 days shoot, £14k budget. Crew and cast of eight members. Coordinating cast auditions, location recce, film permits, insurance, scheduling, call sheets, budgeting, petty cash handling and finance reconciliation.

**The Runner** (Film Short, UK | Director Sunnie Sidhu)  
PRODUCTION MANAGER/PRODUCER - (Mar 2016 – June 2018)

- 12 weeks in pre production: scheduling, budgeting and planning all aspects logistics of a 15K production with crew and cast of up to 50 members over nine days in production. Including location and transport management, film permits, child actor licence, kit hire, recruitment contracts, fees and expenses.

**'Undocument'** (Feature Film, UK | Director: Kyla Simone | Producer: Khalid Jabaly)  
**PRODUCTION MANAGER** - (Sep 2013 - 2015) (Location pickups for feature film).

**'Never Been in Love' Dave Stewart & Charlotte Allen** (Music Video Director Mike Tombeur)  
**PRODUCTION MANAGER** (London Team) - (Jun 2014)

- 4 days prep, 1 day shoot. Manage scheduling and accounting, negotiating budgets for rentals, studio hire, kit and technical crew hire with a budget proposal of £8,750k.

**'Five Thirteen'** (Feature Film - Pick Ups | Art Prod | Directors - Mike Tombeur, Charlie Cattrall)  
**PRODUCTION MANAGER** - London Team - (May 2014)

- 5 days prep, 1 day shoot, Scheduling and budgeting - £18k. Managing and sourcing a cast and crew of 15 people, invoicing and reconciliation of payments.

**'Karma' The Outlawz Ft. Snoop Dogg** (Single from film 513, Music Video by Art Prod, Cedric Magnin, Director Jae Synth)  
**PRODUCTION MANAGER** (London Team) - (Mar 2014)

- 1 day prep, 1-day shoot, 15 member crew, budget £16k. Estimating, negotiating and signing off on final budgets. Sourcing transport, equipment hire & location management.

**Space.NK Ft. Gizzi Erskine** (Campaign Video | Director: Michael Tombeur, Charlie Cattrall)  
**PRODUCTION MANAGER** (April 2014)

**Tribe7 Studios** (Photo & Video Studio Hire - North London)  
**STUDIO MANAGER / OWNER** (2010- 2014)

## **SKILLS & QUALIFICATIONS**

**London College of Communication** – (2005-2008) Graphic Media Design & Cultural Studies  
**Camberwell College of Arts** - (2005) | Level Diploma Foundation Studies - Art & Design AGNVQ – Art & Design / A-Level English Literature

**Thomas Tallis School** - (2003-2005) | Design & Layout Skills / Photographic Darkroom Skills

**Creative Industries Safety Passport** Certified (2024)

**Full Driving Licence** | with own car

**REFERENCES** - Available on request