

KATIE MAUGHAN

ASSISTANT PRODUCER

A fast learning, reliable Film and Television Production Graduate with two years of experience in a variety of media roles.

Experience

Cloud Imperium Games / Assistant Producer & Assistant Script Supervisor

December 2022-Present

- Leading SCRUM progress meetings
- Estimating project timelines
- Updating and creating production tracking spreadsheets
- Preparing shooting scripts
- Tracking scripts during MOCAP/PCAP & ADR shoots

Deivos/Enchanted Isles / Development & Production Intern

July-September 2022

- Organising and leading progress milestone meetings
- Evaluating client pitches by content, tone and budget
- Updating production tracking spreadsheets
- Making notes during budgeting meetings
- Reviewing and suggesting edits on scripts

Freya Films / Production Assistant

August 2021

- Acting as an assistant to the producer
- Liaising with the crew, director and production team
- Handling finances during shoots; sourcing props, catering, travel, etc.

Tees Valley Combined Authority / Marketing & Communications Intern

July-August 2021

- Assisting videographer in recording and editing
- Liaising with staff and clients
- Pitching and brainstorming content ideas
- Scheduled & produced content for company socials

Film & TV Projects

On The Run

Writer, Producer, Director

September 2021 – May 2022

Common Ground

Assistant Director, Writer, Autocue Operator

November 2021 – May 2022

Software Instability

Writer, Producer, Director, Editor

March 2020 – March 2022

CONTACT INFO

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Portfolio:

[My Website](#)

SKILLS & QUALIFICATIONS

- Written English
- Leading team meetings
- SCRUM Master Certification
- Written and verbal communication
- Experience working in & running small creative teams
- Strong organisation skills
- Highly motivated & detail-oriented
- Researching, organising & collating resources
- Adobe Creative Suite

EDUCATION & TRAINING

First Class BA Honours Degree
Film & TV Production
2019-2022
Teesside University

OCR Level 3 Extended Diploma
in Media
Distinction*, Distinction*,
Distinction
2017-2019
Middlesbrough College

Brittan Scholarship Recipient
2019-2022
Teesside University

This CV may be kept on file and distributed for employment purposes.