



PROFILE

A warm, friendly and compassionate individual with a passion for the Creative industry/Arts and a positive attitude to work and life.

Excellent organisational and time management skills. Communicating effectively and working well within a team. An eager, willing and efficient learner who is highly motivated to support fellow team members and clientele.

SKILLS

Communication
Customer Service
Organiser/Co-ordinator
Relationship Management
Team Leadership
Educator/Trainer

CONTACT:

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EDUCATION

QUALIFICATIONS IN THE ARTS

Foundation in Music - Whitireia Polytechnic- 2014

National Certificate in Floristry level 2 - Whitireia Polytechnic - 2012

National Certificate in Art level 4 - Bay of Plenty Polytechnic - 2011

DANNI PARSONS

WORK EXPERIENCE

Film Production | Film Crew | Band Management & PR | VA - Freelance

2021: PRESENT – Freelance VA – Varied Admin tasks for corporate businesses, Social Media scheduling, Blog Voiceover Artist

2021: PRODUCER – 'Let's Not Start a War' – Music Video, In The Shallows

2020: PRODUCER – 'Hold On/Kia Mau Tonu' – Music Video, In The Shallows (Dir. Carrie Thiel)

2020: CO-PRODUCER – 'Small Town' (Dir. Shona Juanas)

2019-2020: CASTING ACCOUNT MANAGER – StarNow Ltd.

Key responsibilities:

- Developing relationships with Casting Directors/Directors/Producers/Agents casting for large scale productions in Film & Television
- Creating & placing Casting calls
- Meeting KPIs set to increase traffic and subscriptions to StarNow

2019 – Present: SINGER-SONGWRITER | RECORDING ARTIST | BAND MANAGEMENT | SOCIAL MEDIA/PR | In The Shallows

Key responsibilities:

- Managing Social media content and advertising
- PR – Organising Radio interviews, shows and tours
- Building rapport/creating relationships with Venue owners, Festival organisers and bookers.

2019: FOH- USHER – Second Unit, Circa Theatre

2019: CASTING DIRECTOR – Scrubbing day (Dir Pachali Brewster), Short

2019: LOCATION PA/UNIT ASSISTANT – Lowdown Dirty Criminals (FF Dir. Paul Murphy)

2018: ON-SET CHAPERONE– 2 Degrees (TVC Dir Fred Bobbsey)

Key responsibilities:

- Liaising between casting and parents to ensure children were provided with accurate information for their day on set.
- Meet/greet children and ensure they were processed through all departments and arrive on set ready, and on time.
- Group interpersonal relationship development and crisis management
- Ensuring the safety and wellbeing of children was maintained
- Organisation of daily/weekly timesheets

2018: PRODUCER/CASTING DIRECTOR – Llamacaust, (Dir David Allan)

Key responsibilities:

- Sought cast, stunt coordinator, stunt team and Health and safety officer
- All administration/paperwork including preparation of call sheets for cast and crew
- Co-ordination of transport for cast and crew to ensure efficiency on shoot day
- Organisation of locations, - liaising with landowners and property managers

2017: ON-SET CHAPERONE– Mortal Engines, (FF Dir by Christian Rivers), Universal Pictures

2016 – Present: ACTOR/BODY DOUBLE/VO - FILM/TVC/CORPORATE CREDITS:

2021: Voiceover Actor – Julia - Thunderbolt Pony, Film Pitch, Five Films

2021: Extra – Mr. Cormon – TV (Dir. Joseph Gordon Levett and Aurora Guerrero, A24 Films)

2020: Actor – Pharmacist – Pharmacist training videos (Dir. Steve Whelen-tumbull),

2020 – Present: Actor – Patient simulation, Evolve – NZ Pharmaceutical exams

2019: Lead Actor – Awahi – Mum's Song (Dir. Pachali Brewster) Short Film

2019: Standin/Fit Model/Extra – Avatar (FF Dir. James Cameron), 20th Century Fox

2019: Voiceover Actor – Voice 14 – Period (Dir. Amy Aitken) Ephemeral Theatre

2018: Lead Actor – Ellen – Hidden, (Dir. Camden Wright) Short

2018: Actor – Dallah - Daffodils, FF (Dir. David Stubbs)

2018: Actor, MBIE, Inspire group

2018: Actor – Little Joan/Henchmen – Robyn Hood, Kidzstuff Theatre, (Dir.Fingal Pollock, Writer Guy Langford)

2018: Lead Actor – Sophie, Mamma Mia (Dir. Tua Fa'avale)

2018: Voiceover Actor VUW Consent, Jacinda Kumar

2017: Body double/Standin/Fit model/Extra – Mortal Engines (FF Dir. Christian Rivers), Universal Pictures

2017: Support Actor – Choice not Chance, (TVC Dir. Michelle Savil)

2016: Body double/Standin– Juliette Binoche, Hand double – Scarlett Johansson - A Ghost in the Shell, (FF Dir. Rupert Sanders), Paramount Pictures

EDUCATION CONT.

ADULT EDUCATION

Adult Education and training level 4- 2008

TRAVEL AND TOURISM

Travel and Tourism Level 4 - Sir George Seymour National College of Airline, Travel and Tourism – 2008

Computer Reservation System Certificate – Amadeus - 2008

Travel and Tourism & BTEC Tour Operations - A.V.C.E (diploma)- UK – 2002

NATURAL HEALTH, NUTRITION AND YOGA

Naturopathy & Nutritional Science -Year 1 - 2015

The Naturopathic College of New Zealand
Health Science level 4 - Southern Institute of Technology – 2015

Yin Yoga YTT - 50 hours - 2015

Hatha Yoga YTT – 200 hours -2015

Kids Yoga YTT – 50 hours - 2017

Bach Flower remedies Practitioner - Level 1, 2 & 3 – 2015-2018

Reiki Masters - Level 1, 2, 3 & Teachers Cert 2002-2015

INTERESTS

Healthy living

Yoga

Photography

Arts

Adventure Travel

Nature

OVERSEAS TRAVEL:

Cyprus, Denmark, Portugal, Spain, France, Wales, Turkey, Italy, Ireland, Amsterdam, Belgium, Sweden, South Africa, Indonesia, Thailand, Australia, Fiji, Cook Islands, Samoa, New Caledonia, Tahiti, Singapore, Malaysia, Laos, Indonesia, Guatemala, Mexico, Belize, U.S.A, Canada, Sri Lanka, India.

WORK EXPERIENCE – TRAVEL INDUSTRY

Tour Manager | Facilitator | Customer Service | Sales

TOPDECK– Tour Manager/Trip Leader

March 2010 – July 2011

Trip leader responsible for overall tour management and operations. Escorting 30-50 young travelers from all over the world on a 19-day tour of New Zealand, Covering both the North and South Island.

Key responsibilities:

- Day to day running of the tour
- Scored 4-5/5 in all areas of tour management/customer service
- Organisation of post and pre tour aspects
- Coordination of activity schedules
- 24/7 on call customer service
- Group interpersonal relationship development and crisis management
- Marketing and up selling travel and tourism products
- Responsible for budgeting and balancing tour accounts

THE NEW ZEALAND COLLEGE OF AIRLINE, TRAVEL AND TOURISM – Senior Travel and Tourism

September 2007 – February 2010

As well as facilitating classes, I also spent 6 months designing and writing student assessments and workbooks for all campuses nationwide. These resources were then purchased for use in the classrooms of schools all over New Zealand. I stood in as Acting Head of Studies for one month. Teaching allowed me to use my creativity to help others learn.

Responsibilities:

- Scored an average of 4.8 in Survey Monkeys completed by all students on campus (100+ each year)
- Tutoring all Level 3 & 4 Unit standards as well as AMADEUS Central Reservation System to students of all ages on campus
- Resource Writing – designing and writing workbooks and assessments
- Familiar with and able to use the principals of VARK (Visual, audio, read/write and Kinesthetic) in accelerated learning techniques as a teaching tool
- The ability to facilitate a class in a creative way to keep students engaged by giving them the opportunity to be hands on
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STA TRAVEL – Senior Travel Consultant

February 2006 – September 2007

Working in a high-pressured sales environment. Responsible for providing excellent customer service by gathering useful information and tailor making Overseas Travel. In the absence of the manager, I also took on the role as Acting Branch Sales Manager.

Responsibilities:

- Awarded Customer Service excellence
- Selling unique products and relating them to each customers' individual needs, whilst providing excellent customer service
- Coach and assist new travel advisers
- Participate both as an individual and a team member towards the overall financial success of the branch
- Multi-tasking and ensuring absolute attention to detail
- Banking and End of day reports
- Data Entry – Competent in using Reservation's systems such as Sabre, Tarmaq, Dolphin Travel Management and I view

REFERENCES

Available on request