

# SAM BROCKLEBANK

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## EXPERIENCE

February 2023 – January 2024

**ART DEPARTMENT COORDINATOR**, FLEET RIVER PRODUCTIONS LTD

Working as the Art Dept. Coordinator for the 2<sup>nd</sup> series of the hit **NETFLIX** show The Diplomat. My main responsibilities are raising POs, keeping our department budget up to date, keeping the department diary organizing where everyone is meant to be as well as making purchases using P-Card.

October 2022 – February 2023

**ASSISTANT COORDINATOR (SET DEC)**, OASIS PRODUCTIONS LTD

Working in the Set Dec department of a **NETFLIX** FILM called Back In Action. My main responsibilities are raising POs, keeping our department budget up to date, raising wire requests as well as making purchases using P-Card.

April 2022 – October 2022

**JUNIOR ASSISTANT BUYER (SET DEC)**, HOCUS POCUS PRODUCTIONS LTD

Working in the Set Dec department on the third series of a **NETFLIX** series called The Witcher. My main responsibilities were raising POs, keeping our department budget up to date, raising wire requests as well as making purchases using P-Card and assisting sometimes with set dressing.

MARCH 2021 – April 2022

**ACCOUNTS ASSISTANT**, CROSS PLAINS PRODUCTIONS LTD

Working in the AP department on the new **HBO** series House of The Dragon.

MARCH 2020 – MARCH 2021

**ASSISTANT ACCOUNTANT P-CARD**, JETTISON PRODUCTIONS LTD

Working with the AP department processing the P-Card payments for the 2<sup>nd</sup> season of the hit **HBO** series, Avenue 5.

2018 – 2020

**RUNNER/LOCATION ASSISTANT**

After graduating university in 2018 I began working as a Runner and Locations assistant on multiple different national TV shows. During that time, I worked on productions for multiple companies including **BBC**, **BT Sports**, **Channel 4** and **Quest**. Full details of these can be found on my LinkedIn account.

## EDUCATION

2015 - 2018

**FILM AND TELEVISION PRODUCTION (BA HONS 2:1)**, EDGE HILL UNIVERSITY

## SKILLS

- AP Audit and Entry
- P-Card Management and reconciliation
- DPO
- Microsoft Office Proficient
- First Aid Trained
- PSL
- Fire Safety Trained
- ADBOE

## REFERENCES

- El West (HOTD) 07791543258 – Jeff Tessler (The Diplomat) 07860415603 – Zoe Smith (The Witcher & Back In Action) 07976270765