

Victoria Bull
Available for 2/3 days a week for remote work

NIC Production Accounting Micro Credential (December 2021)

ACTSAFE Covid-19 Safety Procedures Course

Motion Picture Safety 101

MPPIA Motion Picture Industry Orientation

Reel Green Carbon Literacy and WHMIS

BC Resident with tax documentation

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[LinkedIn](#) [NIC Course Information](#)

Objective

Looking to gain my first clerk role in the Accounting Department having completed the NIC Production Accounting Micro Credential (December 2021). I am available 2/3 days a week for remote work.

Experience:

October 2021 – Present

Production Manager, Standing With the Ancients, Independent Documentary

September 2021 – October 2021

Customer Service Representative, Vancouver International Film Festival (VIFF)

August 2018 – October 2020

Administrative Coordinator, CMPA-BC

June 2018 – August 2018

1st Assistant Production Coordinator, 2 Hearts (IA Feature)

Booking cast travel and accommodation both to/from Vancouver and Hawaii.

Cast Contracts

DPRs

Coordinator: Audrey Hellmer

January 2018 - May 2018

1st Assistant Production Coordinator, Hallmark MOWs: Hailey Dean Mysteries 4, Hailey Dean Mysteries 5, Hailey Dean Mysteries 6

Completing cast union contracts, booking cast travel & accommodation and organising visas through CIC employer immigration portal

Documentation including DPRs, insurance certificates, cast & crew lists, ordering and POs Setting up and wrapping Production Office, logistics of Production Office move during shoot

Shipping, digital sides creation, document distribution (digital and physical)

Lunch & crafty runs, parking assignment and enforcement, equipment ordering

Coordinator: Ron Pachkowski

July 2017 - October 2017

Production Coordinator, EA Sports, FIFA 18

Supporting multiple teams of developers in the run up to the release of FIFA 18.

Supporting directors and VPs with events, travel and communications

September 2014 - July 2017

Enhanced Content Tagger, Netflix

Working remotely to assign appropriate data tags, with an emphasis on cautionary tags and ratings, to new content for the video-on-demand service.

Experiencing a wide variety of content across all television and movie genres.

February 2017 – Relocation to BC from London, UK

August 2016 - January 2017

Production Coordinator, Tiger Aspect, Drunk History Comedy Central (UK), 8 x 30 mins

Responsible for a £70K budget to set up part one ('Storytellers') of shoot - 2 weeks filming across various locations across London.

Sourcing locations, organising recces, filming fees & permits.

Organising kit hire, cast medicals, cast & crew travel, props & catering.

Generating contracts for PAYE, Sch D & Loan Out crew members.

Generating equity contracts for 70+ cast members.

Writing & distributing risking assessments & call sheets, completing daily wrap reports. Sourcing, interviewing & hiring junior members of crew including runners & loggers.

Liaising with post house & a home-based editor to deliver rushes.

Creating & reconciling POs in PMI.

Organising music, art & archive copyright clearance.

April 2016 - August 2016

Production Coordinator, BBC Studios, Holby City BBC (UK), 6 x 60 mins

Booking freelance crew, organising contracts on block & daily bookings.

Investigating & organising the replacement of all broken technical equipment.

Organising music, art & literary copyright clearance.

Confirming guest artists, arranging script & schedule deliverance.

Completing daily progress reports.

February 2016 - April 2016

Junior Production Coordinator, Avalon TV, Russell Howard's Stand Up Central, Comedy Central (UK), 10 x 30 mins

Working alongside Line Producer in pre production & filming on 5 consecutive nights at The Electric Ballroom, Camden.

Organising 4x runners, green room, guest list & backstage area daily on location.

May 2015 - February 2016

Production Secretary (1st APOC) at: Wall to Wall Productions, Underworld, Inc. National Geographic (US) 8 x 44 mins Renegade Pictures, Tony Robinson's Wild West in 3D Discovery (UK/US), Sky 3D, SBS (AUS) 3 x 44 mins Shine, The Island (Celebrity Special), Channel 4 (UK) 4 x 60 mins

National & international shoots across pre production, filming & post production.

Experience includes production packs, float preparation, filming permits, international flights & hotels, ensuring smooth running of offline & online edits, tapeless workflow experience, reconciling production floats, managing expenses, creating POs & updating cost managers, production deliverables & post production paperwork

Education

BA Psychology (University of Winchester)

Community Involvement

Board member of Reel Causes from 2018-2019. Reel Causes partners with filmmakers and Canadian causes dedicated to addressing global social justice issues, hosting film screenings and Q&As to educate and inspire the community

Established the New West Helping Hands online community in response to the Covid 19 Pandemic. Recruited neighborhood team leaders and volunteers. Assigned tasks to volunteers as a neighborhood team leader. Established a volunteer database and communicated regularly with the volunteers

Habitual volunteer at film festivals and events
