




# Jen Murphy – Coordinator & Assistant


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## C O N T A C T

 Jenmurphy3000@gmail.com

 +44 (0) 7921 137 604

 Resides in London – happy to relocate for a role

 [linkedin.com/in/hereslookingatyoujenmurphy](https://www.linkedin.com/in/hereslookingatyoujenmurphy)

 <http://www.imdb.me/jenniemurphy>

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## S K I L L S

- Highly organized
  - Adaptable
  - Decision maker
  - Sociable / Approachable
  - Attention to detail
  - Logistics / Operations
  - Multi-tasker
  - Problem solver
  - Mac / PC Literate
  - Microsoft Office
  - Wordpress / Elementor
  - Conversational Spanish
  - Basic Italian
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## E D U C A T I O N

**Lincoln University**  
BA Hons – European  
Media Production  
2002

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## Q U A L I F I C A T I O N S

### DIPLOMA IN BASIC GRAPHIC DESIGN

Shaw Academy  
July 2020 – Ongoing  
(self study)

## P R O F I L E

I am a happy, approachable, professional, and easy-going person; looking for a Coordinator or Personal Assistant role. I enjoy getting things done with minimal fuss and liaising with all departments. I am confident in making decisions independently or on behalf of someone and am organised, creative, resourceful and have great communication skills.

## E X P E R I E N C E

### **The Sandman | Shoe Bucket Productions Ltd**

**Production Designer: Gary Steele**

**Producers: Iain Smith, Damian Anderson**

**Role: Art Dept Coordinator | Jan 2020 – March 2020 (pre Covid)**

- Overseeing the War Room and its visual content for any Executive visits / meetings
- Management of Art Dept server
- Submitting weekly budgets for labour and consumables

### **Red Notice | Tea Time Productions Ltd**

**Director: Rawson Marshall Thurber**

**Producers: Beau Flynn, Dwayne Johnson, Hiram Garcia**

**Production Designer: Andy Nicholson**

**Role: Art Dept Coordinator | Sept 2019 – Jan 2020**

**March 2020 (Started part-time on UK Unit prior to Covid)**

- Recruitment of international Art Dept teams (UK, USA and Italy)
- Assistant to the Production Designer
- Set up of Art Dept server
- Office / Studio management in lieu of Production

### **Bloodmoon | Endless Winter Productions Ltd**

**Director: SJ Clarkson**

**Producers: SJ Clarkson, Jane Goldman, Jim Danger Gray**

**Production Designer: Luke Hull**

**Role: Art Department Coordinator | Jan 2019 – July 2019**

- Managing 2 office moves (the entire Art Dept from London to Belfast, then onto another premises)
- Stand-in HOD at senior meetings, in absence of Designer and Supervising Art Director
- Quickly establishing trust and relationships with vendors / Production in another country

### **Hobbs and Shaw | FFSO LTD**

**Director: David Leitch**

**Producers: Ethan Smith, Kelly McCormick, Hiram Garcia**

**Production Designer: David Scheunemann**

**Role: Art Department Coordinator & Assistant to the Production Designer | May 2018 – Dec 2018**

- Personal and professional duties for Production Designer – compiling 'Look Books', travel itineraries, visas, shipments, diary management, housing
- Running Consumables and Labour budgets
- Designing and producing Tech Recce packs
- Admin and support for department team of 28
- Management of 3 Art Dept Assistants

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## EXPERIENCE | continued

### **Detective Pikachu | Gumshoe Productions UK Ltd**

**Director: Rob Letterman**

**Producer: Joe Caracciolo**

**Production Designer: Nigel Phelps**

**Role: Art Department Coordinator | June 2017 – May 2018**

- Admin and management for department team of 30
- Diary management / travel for SAD and team
- Basic model-making
- Wrap / Handover to Studio

### **The Favourite | BOP Films**

**Director: Yorgos Lanthimos**

**Producers: Deborah Davis, Ed Guiney, Andrew Lowe, Ceci Dempsey**

**Costume Designer: Sandy Powell**

**Costume Supervisor: Claudia Littlefield**

**Role: Costume Coordinator | Feb 2017 – May 2017**

- Liaising with Production / ADs and Talent for fittings
- Budget monitoring and allocations
- Trade accounts and supplier set-ups
- Sourcing, buying and overseeing the importation of costumes
- Negotiating costs with vendors

### **Transformers 5 | High Command Productions**

**Director: Michael Bay**

**Producers: Lorenzo Di Bonaventura & Ian Bryce**

**Costume Supervisors: Allison Wyldeck / Debi Zimmerman**

**Role: Costume Coordinator – UK Unit | Aug 2016 – Nov 2016**

Uniting and coordinating both US and UK teams

- Timesheet and starter admin for 25 strong team
- Pulling BG costumes
- Finance / budget management / reconciliation / invoicing / VAT reclamation
- Equipment and costume rentals

### **Apple Music Festival**

**Line Producer: Dylan Moore**

**Role: Assistant to Line Producer / Props & Production Assistant | Jul - Sept 2015**

- Ideation, creation and reparation of presentations to Apple Execs
- Handling Talent

### **McCann Health Advertising**

**Role: Executive and Personal Assistant to the Global CEO & the Global Chief Creative Officer, Global Creative Events Manager | April 2009 - May 2015**

- Extensive global diary management on multiple time zones
- Professional and personal duties
- Arranging logistics/ meetings for and accompanying both Principals on global trips
- Global event management

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## PROFESSIONAL REFERENCES:

Available on Request

David Scheunemann  
Production Designer  
Hobbs & Shaw

Jason Knox-Johnston  
Supervising Art Director  
Red Notice

Dave Allday  
Supervising Art Director  
Bloodmoon

Ben Collins  
Supervising Art Director  
Detective Pikachu

Dylan Moore  
Global Content Producer  
Apple Music / TV