

AOIFE LEONARD. PRODUCTION COORDINATOR

- Ensure projects stay within budgets, on-schedule and are of a high standard
- Freelance PA/PC/PM
- Producer experience on budgets £20-£80K
- Hiring Crew and equipment.
- Logistics – travel & accommodation
- Health and safety including writing risk assessments and insuring safety on set
- Organising location permits and managing studio and on-location shoots as the main point of contact
- Creating call sheets
- Full Driving License

SELECTED CREDITS

DATE	PROD CO.	TITLE	ROLE
Dec 24	The Tenth Man	Champion Europe 'Spring/Summer 2025'	Production Manager
Nov 24	Big Style Media	The Hummingbird Initiative 'The Kanjoo Community, Kenya'	Production Assistant
Oct 24	Reblis Films	Virgin Media Discovers 'Trasna na Lí ne'	Production Manager
Oct 24	The Tenth Man	Jameson 'Other Voices Launch Film'	Producer
Sep 24	Independent	Morgana 'I'll Cry When I'm Dead'	Producer
Sep 24	Roamer	Dublin Gaa '1974'	Producer
Aug 24	The Tenth Man	Jameson 'Big Grill Content'	Production Manager
Aug 24	Big Style Media	Fáilte Ireland 'Ballyhoura Hiking & Biking'	Producer
Jul 24	Antidote	The Road Safety Authority 'Lose Your License'	Production Manager
Jun 24	Bold Studios	Google 'The Foundry at Google'	Producer
Mar 24	Bold Studios	Remus Uomo 'Spring/Summer 2024'	Producer

ADDITIONAL WORK HISTORY

- Oct 23 – Jul 24 **BOLD STUDIOS** (Dublin) – **Full Time Producer for Commercials and Content**
- Mar 21 – Oct 23 **BABBEL** – **Project Manager** (Insights & Brand)
Managed an extensive Brand Strategy and Redesign project from inception to final execution.
- Dec 19 – Mar 21 **BABBEL** - **Executive Assistant To CMO**
- Jan 18 – Nov 19 **REMERGE** - **Global Communications Manager**

SKILLS & EDUCATION

- Jul 23 - Creative Direction Course at Central Saint Martins, University of Arts London
- Awarded a full scholarship to pursue a Master of Fine Art at Trinity College Dublin. I completed the course in April 2020 with a Distinction.
 - First Class BA Hons. Degree from Trinity College Dublin
 - Avid creator with experience across a range of disciplines including content, design, video, radio, and social media.
 - Strong digital skills in Google Suite, Adobe Suite, and Procreate.
 - Excellent communication and interpersonal skills