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Objective Statement:

To join a dynamic production house and put to use my skills to manage the overall production arrangements and availabilities which are necessary for the smooth production of motion pictures and television content.

Profile Summary:

Recognized for being

- Organized and efficient – can multitask with the ability to identify and prioritize tasks independently
- Possessing solid research skills, with ability to initiate and carry through research independently
- Experienced in coordinating and organizing talents for the shoot
- Anticipating immediate needs for the production and communicating them to the production manager

Work Experience:

Field Producer

Core Productions, Lekki, Lagos, Nigeria
(January 2017 – Present)

- Recruiting and hiring production crew members, supervising and guiding the production crew, managing equipment needed in the field, and ensuring compliance with production requirements.
- Recording scenes for motion pictures and television broadcast by using motion picture cameras
- Providing directions in terms of lightning, camera position and color setting in shooting locations
- Producing special effects and photographs by setting up cameras and related equipment
- Selecting and arranging cameras and lighting equipment to be used during filming
- Coordinating with lightning technicians, directors and crew members in areas of editing video for broadcast productions
- Monitoring and supervising the activities of film crew, line man and staff assistants
- Oversee production paperwork, such as releases, call sheets, and daily progress reports.
- Manage Interviews, Scout Locations before shoot.

EbonyLife TV

Production Assistant/Coordinator
(2014-2016)

- Worked as assistant set dresser/Swinger
- Work in close association with the producers, keeping record, in advance, of the shoot, location, and equipment required
- Ensure that all the required talents were arranged in accordance with the budget allocation

- Function as an assistant to the head of the production coordination department

Skills Summary:

- Assist with multiple city, nationwide auditions by making phone calls, to and sending emails out to actors
- Distribute final scripts to actors and crew
- Print /distribute call-sheets and sides on timely basis
- Ensure actors are on set on time/Coordinate timely meals for key cast and crew
- Work closely with director/actors/producer on set
- Paste health and safety notes on set/ Arrange and co-ordinate extras
- Control crowd on set and ensure shooting does not get disrupted
- Maintaining communication between producer and cast
- Sense of taking initiative and executing decisions that are in the best interest of the assigned responsibilities

Other Skills;

- Voice-over artist
- Acting
- Strong verbal and written communications skills
- Radio Presenting
- Social media manager
- Microsoft office skills including word and excel
- Flexible, fast-thinking, work under pressure, hard-working and level-headed

Educational Qualifications:

- Bachelor of Arts, Second class upper division, Department of Theatre and Media Arts, Ambrose Alli University, Ekpoma, Edo State, Nigeria, 2014
- Industrial Training Program, Edo Broadcasting Service Radio/television, Benin, Edo- State, 2012
- National Youth Service Corps "Ebonylife TV, Calabar, Cross-River State, 2016

FEATURED PROJECTS:

- **THE SPOT** Daily Talk Show: Program Researcher
- **DERE - AN AFRICAN TALE"** Drama Mini-series: Production Assistant
- **LIFE 101 NATIONWIDE AUDITIONS:** Auditions Coordinator/Casting Assistant
- **LIFE 101** Drama Series: Production Assistant
- **EVOL** Short film: Production Assistant
- **AJINOMOTO COMMERCIAL:** Assistant Director

REFREES:

Available on request