



LISANNE PATIJN

Producer, Researcher & Production Coordinator

Four years hands-on experience working with physical productions (in office and on set) in unscripted and scripted media. Well versed in both the production management & editorial departments. Assisted in developing the first non-fiction long format programme for a creative agency & assisted coordinating shoots in over 10 different countries over 5 factual long form shows and one short film.

WORK EXPERIENCE

2020 - 2022 **Junior Production Coordinator feature documentaries** | GOING CIRCULAR | LAUDATO SI | MOTHER OF THE SEA

Off The Fence, Amsterdam, NL (remote)

SHOOTS

Setting up shoots by working closely with (story) producers by assisting on all logistics:

- Setting up & distribute call sheets
- Input into risk assessments with support from director, PM and executive producer
- Arranging (international) travel in accordance with covid-19 rules, regulations & safety with support from travel agent and PM
- Researching & informing the team about possible health & safety threats (mostly focusing on Covid-19)
- Booking accommodation & flights (with support from a travel agent)
- Liaising with fixers
- Working with the director on shooting schedules
- Finalise kit lists, by working directly with crew and director
- Organising carnets with support
- Liaising with shoot crews
- Finding & Contracting crews with support from PM
- Gathering key documents for shoot - covid forms, insurance, release forms etc.

FINANCE

- Running shoot budgets with support from PM
- Assisting with expenses and credit card reconciliations & tracking spends

GENERAL

- Assist archive producers with sourcing potential archive material
- Support PM with day to day running of production
- Organising release forms, deliverables and other key production paperwork
- To report any additional production requests and costs to the PM
- To maintain the organisation of the shared drive and ensure that all material received is filed correctly

2019 - 2020 **Researcher & Producer factual long form** | ESPORTS REVOLUTION

Zoomin.TV, Amsterdam, NL

- Developing the show format & story development by finding stories, people, events and location access
- Organising and conducting pre interviews with show's contributors & writing interview questions
- On set producer for one shoot in Germany, directing the camera operator and conducting the interviews

PERSONAL INFO

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[LinkedIn](#)

SKILLS

Planning & Organisation

Production Coordination & Management

Creative Producing & (Story) Research

Attention to Detail & Problem Solving

Story Development

Teamwork & (International) Communication

Photography

Administration

SOFTWARE

Google Apps

Drive, Docs, Sheets, Slides, Gmail & Calendar

Microsoft Office

Word, Power Point, Excel, Outlook

Adobe CC

Photoshop & Lightroom

LANGUAGES

Dutch

Native proficiency

English

Professional working proficiency (written & spoken)



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- 2018 - **Assistant Production Coordinator factual long form** | DROENERS
2019 *Zoomin.TV, Amsterdam, NL*
- Managed production schedule, adapted whenever changes happened and updated relevant parties
 - Oversaw that the internal team adhered to the schedule
 - Oversaw delivery of all production paperwork
 - Assisted the Production Manager with schedule, budget reviews & expense reports
 - Main point of contact for all internal and external parties
 - Organised & planned shoots in EU, ASIA, USA & ETHIOPIA
 - Coordinated international travel (EU, ASIA, USA & ETHIOPIA)
 - On set assistant in Hong Kong & Korea
 - Developed show format & story development by finding stories, people, events and location access
- 2017 - **Production Assistant factual long form** | IN AMSTERDAM
2018 *Zoomin.TV, Amsterdam, NL*
- On set runner & assistant
 - Developed show format & story development
 - Oversaw delivery of all production paperwork
 - Assisted the Production Manager with schedule, budget reviews & expense reports
- 2017 **Production Assistant**
Zoomin.TV, Amsterdam, NL
- Developed programme ideas
 - Wrote one sheets, treatments & brochures, managed graphic designers
 - Assisted coordination of MIP, setting up meetings, sending out mailings
 - Attended MIP, managed calendars & front desk assistant
- 2015 - **Production Assistant & Runner scripted reality & live TV**
2016 *Tuvalu Media, Amsterdam, NL*
Nickelodeon | SPOTLIGHT, Disney | JONGE GARDE, NPO | MAESTRO, NPO | BRUGKLAS

EDUCATION

- 2020 BA, International Media and Entertainment Management at Breda University of Applied Sciences, Breda, NL
- 2016 Exchange semester, Creative Media & Film at Northern Arizona University, Flagstaff, USA
- 2012 Secondary education at Bonaventuracollege Mariënpool, Leiden, NL

CERTIFICATES

First Aid/CPR/AED

Adult, child & baby
EU, EFAC recognised
* to be received July 2022

Managing COVID-19 Risks on Production

Forgein Filming for Production Coordinators

Drivers Licence B

Car/van, manual shift

GOALS FOR 2022

Learn

A forgein language, by booking a course

Improve

Photography, Wildlife photography course booked for the end of 2022