



# LINDSAY SKINNER

## PROFILE

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I am a fun filled, happy person that loves people and works well under pressure without supervision. I have outstanding organising and computer skills. (including outlook, excel, word, presentation, publisher).

I understand budgets and manage them well.

I am a team player and always go the extra mile.

Honest and reliable and very punctual. Always eager to listen and learn and respect rules.

Thank you for taking the time to consider me for your project.

## EXPERIENCE

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· Costume/Construction/Greens/Art Department Locations Film experience:

- **Redeeming Love**
  - **Costume Department Supervisor / Coordinator**
  - Nov 2019 - March 2020
  - Duties performed:
    - Coordinating Department
    - Managed Budget
    - Attending budget meetings
    - Attending HOD meetings
    - Issue petty cash and close petty cash
    - Petty cash recon
    - Orders
    - Carnets
    - Online Purchase orders
    - Contracts and crew particulars
    - Time sheets
    - Confirm travel arrangements and accommodation
    - Lunch allowances and per diems
    - Box rentals and vehicle hire
    - Arranging payments
    - Helping wherever needed
    - Assisting whole department – keeping a happy team.
    - Zero balance statements from all suppliers
- (end of job)

- Wrap assets
- References:
  - Leigh Clark – Line Producer  
083 270 6023
  - Moira Anne Meyer – Costume Designer  
082 452 8131
  
- **Raised By Wolves Season 1**
- **Set Dec Department Coordinator**
- July 2019- Oct 2019
- Duties performed:
  - Coordinating swing gangs
  - Budget (updating daily)
  - Issue petty cash and close petty cash
  - Petty cash recon
  - Orders
  - Online Purchase orders
  - Contracts and crew particulars
  - Time sheets
  - Confirm travel arrangements and accommodation
  - Lunch allowances and per diems
  - Box rentals and vehicle hire
  - Arranging payments
  - Helping wherever needed
  - Assisting whole department – keeping a happy team.
  - Zero balance statements from all suppliers  
(end of job)
- Wrap assets
- References:
  - Maria Labuschagne
  
- **Black Beauty**
- Snake wrangler and **Location Assistant**
- Ref: Johan van Der Walt
  
- **Warrior Season 2**
- **Costume Department Coordinator**
- Jan 2019- July 2019
- Duties performed:
  - Budget (updating daily)
  - Issue petty cash and close petty cash
  - Petty cash recon
  - Orders
  - Online Purchase orders

- Contracts and crew particulars
- Time sheets
- Confirm travel arrangements and accommodation
- Lunch allowances and per diems
- Box rentals and vehicle hire
- Arranging payments
- Helping wherever needed
- Assisting whole department – keeping a happy team.
- Zero balance statements from all suppliers  
(end of job)
- Wrap assets
- References:
- Claudia Littlefield

- **Tomb Raider - Reboot**
- **Greens Department Coordinator**
- Oct 2016- May 2017
- Duties performed:
  - Budget (updating daily)
  - Issue petty cash and close petty cash
  - Petty cash recon
  - Orders
  - Online Purchase orders
  - Contracts and crew particulars
  - Time sheets
  - Confirm travel arrangements and accommodation
  - Lunch allowances and per diems
  - Box rentals and vehicle hire
  - Arranging payments
  - Helping on set building forests
  - Assisting whole department – keeping a happy team.
  - Zero balance statements from all suppliers  
(end of job)
  - Wrap plant sale and assets
- References:
- Clint Gordon

- **Out of Africa – Lea to the rescue / American girl**
- **Art department and Construction coordinator**
- June – Sep 2015
- Duties performed for **both** departments:
  - Budget (updating daily)
  - Clearances
  - Issue petty cash and close petty cash
  - Petty cash recon
  - Orders

- Purchase orders
- Contracts and crew particulars
- Time sheets
- Confirm travel arrangements and accommodation
- Lunch allowances and per diems
- Issue of scripts
- Box rentals and vehicle hire
- Arranging payments
- Assisting whole department – keeping a happy team.
- Zero balance statements from all suppliers  
(end of job)
- Wrap of sets assist and paper work.
- Wrap sale
- References:
- Brian Glazer Production designer
- Barry Horn Construction Manager

- **Out of Africa – Hooten and the Lady**
- **Art department and Construction coordinator**
- Sep 2015– Feb 2016
- Duties performed for **both** departments:
- Budget (layout and updating daily)
- Clearances
- Issue petty cash and close petty cash
- Petty cash recon
- Orders
- Purchase orders
- Contracts and crew particulars
- Time sheets
- Confirm travel arrangements and accommodation
- Lunch allowances and per diems
- Issue of scripts
- Box rentals and vehicle hire
- Arranging payments
- Assisting whole department – keeping a happy team.
- References:
- Brian Glazer - Supervising Art Director
- Barry Horn - Construction Manager

**BBC / Out of Africa– Bluestone 42 – season 3**

- **Art Dept coordinator**
- **Set dressing and buying assistant**
- Assisted with props
- Animal wrangling
- Art department wrap

- Sep – Dec 2014
- References: Marinda Ritche
  
- **Film Afrika- The Widow**
- **Snake Wrangler**
- Jan 2018-June 2018
  
- **Moonlighting – Scorpion King**
- **Snake wrangler**
- Jan 2018
  
- **Out of Afrika- Dr Who**
- **Snake wrangler**
- Jan 2018
  
- **Out of Afrika- Lake Placid**
- **Snake wrangler**
- Nov 2017
  
- **Film Afrika – Troy fall on a city**
- **Snake Wrangler**
- 2016/2017
  
- **Film Afrika – Indian Detective**
- - **Snake Wrangler**
- 2016
  
- Out of Africa – The Last Post
- - **Snake Wrangler/ Location Assistant**
- - 2016/2017
- REF : Edu Klarenbreek
  
- Film Afrika – Origins
- - **Snake wrangler**
- - 2016
  
- Out of Africa – Jamilla and Aladdin
- **Snake Wrangler**
- -Set dressing assist
- -Seamstress
- -Assisted wrap
- -Animal Wrangler
- 2016 – Jan – May

- References:
  - Emma Stuart – Producer- Kindle/ BBCC
  - Lathiem Groenmeyer - Production Manager
  
- **Moonlighting – Of Kings and Prophets**
- 2015
- **-Snake Wrangler**
  
- **BBCC / Advantage Entertainment – Jamilla and Aladdin**
- **Production Secretary**
- Producer Assistant
- 2014 / 2015 Dec - May
- Duties performed
  - Clearances
  - Booking locations
  - Finding and confirming crew
  - Petty cash recon
  - Orders
  - Purchase orders
  - Contracts and crew particulars
  - Time sheets (production)
  - Confirm travel arrangements and accommodation
  - Lunch allowances and per diems
  - Issue and printing of scripts
  - Arrange Recces
  - Box rentals and vehicle hire
  - Arranging payments
  - Daily Sides made and printed
  - Making sure international cast were chaperoned and on time.
  - Filing of all paperwork
  - Arrange for drives (rushes) to be collected and delivery
  - Assisting whole department – keeping a happy team.
  - **Snake wrangler**
- References:
  - Emma Stuart – Producer- Kindle/ BBCC
  - Sue Kendall – Line Producer

**BBC / Out of Africa– Bluestone 42 – season 3**

- **Art Dept coordinator**
- **Set dressing and buying assistant**
- Assisted with props
- Animal wrangling
- Art department wrap
- Sep – Dec 2014

Gatehouse Commercials – secret

2014 Aug

- **Snake wrangler**

Moonlighting – Homeland

2014 -June- Aug

- - **Snake wrangler**

Out of Africa / BBC - Our Girl

2014 - Jan - May

- -**Snake wrangler**
- -Animal wrangling.
- Art department wrap assisted

Out of Africa / BBC – Bluestone 42 - season 2

- -2013 - Sep – Dec
- -**Snake wrangler**
- -Animal wrangler
- - 3<sup>rd</sup> ad assisted

- Out of Africa / BBC – Blue stone 42 -season 1

- 2012 - Sep – Dec.
- - **Snake wrangler.**

I also worked for a payroll company for 3 years where I worked on V.I.P payroll system.