

**ERIN MALONEY WATSON BA**  
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**EDUCATION & QUALIFICATIONS:**

2011 - 2012

**AAT – Level 2** Certificate in Accounting

2006 - 2009

**Degree** Liverpool John Moore's University  
BA (HONS) Media, Cultural and Screen Studies 2:1  
Phil Markey Award

2004-2006

**BND in Business** Liverpool Community College, 3 Distinctions

**Personal Profile**

I am an enthusiastic coordinator and team member with experience in a wide range of industries in particular Media and Accounting. I am an advocate of creating ideas, problem solving and using my initiative in order to meet tight deadlines. Key software skills such as SAGE Line 50, Excel, Word and PowerPoint.

**EMPLOYMENT:**

June 2015 – August 2015: **Production Assistant, RTE/Hardy Productions (Hardy Bucks Series 3)**

- Coordinating Production Schedules to ensure smooth running of the Production
- Managing travel & accommodation for actors and crew members.
- Using Microsoft Word, Projects, and Excel to create schedules, release forms, whilst working towards strict time limits.
- Maintaining accurate spreadsheets on Excel, distributing per diems, reconciling petty cash/ expense forms, extras fees, liaising & reporting to the project accountant.
- Managing budgets and Managing cash flow, accurate entry of accounting information
- Working through call sheets on a daily basis in order to plan
- Responsible for Costume & Continuity Department – Sourcing and arranging costumes, planning for the day ahead ensuring costume continuity was accurate to prevent mishaps occurring in postproduction.
- Liaising and managing a wide range of people from Actors, Directors, Producers, Venue Owners to Accountants

August 2012 - July 2015 **Account Manager, M.J Lavin Plant Ltd, Wirral, UK**  
(September 2014 – July 2015: MATERNITY LEAVE)

- Responsible for managing business accounts for three busy companies using Sage
- Negotiate with Corporate Bank Managers whilst liaising with Accountants to manage company finances and assist in growing the company
- Day to day duties included: bank & company credit card reconciliations, processing weekly wages, banking, journal entries, VAT returns, credit control & supplier payments.
- Involved in management account processes, such as, cash flows, profit & loss, balance sheets & banking ad hoc duties.
- Responsible for Credit Control/Management, chasing debtors and sensitively putting appropriate payment plans into place whilst successfully claiming back large percentage of amount owing
- Effectively communicating via email, telephone and meetings with a wide variety of people from customers, suppliers and debtors

November 2011 – August 2012 **Accounts Assistant, Downing Property Services, Liverpool, UK**

- Managing seven intercompany purchase ledgers
- Dealing with supplier accounts, bank & credit card reconciliations
- Batch/Coding invoices
- VAT returns
- Responsible for monthly supplier payments by BACS/cheque
- Processing staff expenses
- Accurately organising and creating a filing system whilst maintaining/updating current accounts archive
- Assisting Project Managers in signing off supplier invoices

September 2009 – November 2011 **Accounts Assistant & Office Manager, M.J Lavin Plant Ltd, Wirral, UK**

- Customer Service- Answering customer and supplier enquires via phone and email
- Credit Control – liaising with suppliers to arrange payment plans
- Created an Innovative, Environmentally Friendly Business Plan to help secure a £40,000 Local Enterprise Grant
- Meetings with Local Council and Representing the Company during the Grant Application Process
- Managed the received grant to oversee the building of a new recycling wash bay unit

April 2009 – August 2009 **Facilities Runner, ITV/3Sixty Media, Manchester, UK**

- Providing administrative support to Client Liaising Managers for national TV shows
- Ensuring that satisfactory studio/gallery support
- Studio & gallery areas obtained a high standard for visiting clients.
- Utilising IT skills to produce weekly studio schedules
- Managing dressing rooms/gallery bookings,
- Organising travel arrangements & risk assessment forms.

February 2008 – March 2009 **Audience Host, ITV, Manchester, UK**

- Research the audience demographic to help select the right audience members for each show
- Booking audience members for up and coming filming shows
- Co-ordinating daily audience logistics of advance ticket distribution
- Manage audience traffic in/out of the building, in/out of the studio, and allocated seating arrangements.
- Caring for groups of audience members as part of a team & maintaining a friendly atmosphere
- Delivering information on studio health & safety regulations, schedule updates & general 'on air' protocols.

July 2007- Dec 2008- **Office Junior- Fire Management & Integral Productions Liverpool**

- This role included a variety of administrative and communication duties.
- Creatively participating with event planning and communicating with national press during the run up to Liverpool Capital of Culture.
- Managing calendars, submitting expense reports, processing invoices for clients and ordering supplies.
- Researching informative news pieces in order to help the Producer gain an accurate profile on film subjects.
- Communicating & negotiating deals with the national press on a daily basis.

**Other Interests**

Other interests such as music would lead me to host a number of music events, which consequently led me onto to filming local bands music videos, reviewing national/international breakthrough artists. I also have an Interest in travel and other cultures which has led me on trips across Europe, South East Asia, Australia and New Zealand including some volunteer work. I also enjoy cooking and developing new recipes.

**Referees:** Supplied on request

**FREELANCE ROLES & PRODUCTION CREDITS:**

Hardy Bucks Series 3- Hardy Productions- RTE2- Production Assistant- June/July 2015

University Challenge- 3Sixty Media - ITV1- Audience Host & researcher-July 2009

The Chase- 3Sixty Media - ITV1-Facilities Runner-June 2009

Divided- Endemol UK- ITV1- Facilities Runner- June 2009

Coronation Street- Granada Studios- ITV 1- Facilities runner-May 2009

Countdown- 3Sixty Media - Channel 4- Facilities runner- Apr 2009

Jeremy Kyle- 3Sixty Media- ITV1-Researcher- Apr 2009

The Feel Good Factor- 3Sixty Media- ITV1 Audience Host-Apr 2009

Don't Stop Believing- 3Sixty Media-Channel 5- Audience Host-Apr 2009

Krypton Factor- 3Sixty Media- ITV1- Audience Host- Feb 2008

Hollyoaks- Lime Pictures- Channel 4-Location Runner- Freelance- Sept 2008

Alderhey Christmas Carol- ITV1- Location Runner- Dec 2008

Space Freaks -Toxteth TV- Location Runner-2008

Joe Calzaghe: My Life Story- Integral Productions-Researcher-2008