

Tracey Wheeler

Mob 021 630068 traceynaturally@gmail.com

KEY STRENGTHS AND SKILLS

- Extremely well organised with exceptional time management skills
- Great at multi-tasking, can think on my feet to accommodate changing circumstances and resolve problems and issues arising
- Developed a great reputation for reliability, consistently delivering what I promise
- Strong administration skills, confident and competent with computers

SUMMARY OF WORK HISTORY

South Pacific Pictures 800 Words Production Co-ordinator	Dec 2016 – Sep 2017
Moonsuit Production Manager	June 2016 – October 2016
Freelance Prod Co-ordinator	March 2016 – June 2016
Finch Production co-ordinator	Feb 2016 – Feb 2016
Particular films Co-ordinator	Jan 2016 – Jan 2016
The Sweet Shop Cast co-ordinator	Dec 2015 – Dec 2015
Try Productions - Sydney NZ based Production Co-ordinator	Sep 2015 – Sep 2015
Particular Films Production Co-ordinator	Aug 2015 – Aug 2015
Self Employed in Wellness industry	Jan 2012 - Current
Bachelor of Health Science	Jan 2009 – Nov 2011
Spartacus Production Assistant	Jan 2010 – April 2010
South Pacific Pictures Shortland Street Production Manager	Jan 2009 – Dec 2010

South Pacific Pictures
New Zealand's Got Talent
Talent Manager

Mar 2008 – Oct 2008

TV3

Jacque Brown Diaries
Production Co-ordinator

Oct 2007 – Dec 2007

South Pacific Pictures
Shortland Street
Production Co-ordinator

Jan 2006 – Sep 2007

TVNZ

Production Manager

Nov 2005 – Dec 2005

South Pacific Pictures
NZ Idol
Production Co-ordinator

May 2005 – Oct 2005

TVNZ

Commissioning Assistant

Apr 2004 – Apr 2005

Great Southern Television
Eating Media Lunch and Lion Man
Production Assistant

Feb 2004 – Apr 2004

ADM Casting
Casting Assistant

Nov 2003 – Feb 2004

Working in UK

1998-2000

- Various temping office administration roles
- Worked for a range of companies including London Ambulance Services and Panico Film Studios

QUALIFICATIONS / TRAINING

South Pacific College of Natural Medicine (BHSc)
South Seas Film & TV
AFS Exchange to Switzerland
Epsom Girls Grammar School

2009 - 2011
2001 - 2002
1994
1991 - 1995

REFEREES

Available on request