

REBECCA MCFADZIEN – RESUME

021-231-6383 | rebecca.mcfadzien@gmail.com | She/Her
New Zealand Citizen | Auckland based | Full Drivers Licence | owns vehicle
17+ years in the Film & TV Industry



ABOUT ME

Tēnā Koutou,

My name is Rebecca McFadzien, I was born in New York and raised in Aotearoa, and I have dedicated the last 17+ years of my life to the wonderful world of performing and screen arts. After graduating with a degree from Unitec, I moved to Los Angeles to further hone my craft as a filmmaker. I am delighted to be back in NZ, and having produced a few projects (feature, short films, music video) here in recent years, I would now love to dive into the commercial market as a production co-ordinator or assistant. Many thanks for your consideration!

RELEVANT QUALIFICATIONS

Trust your Intuition Acting Classes with Joel Tobeck - 2024
Te Reo Māori Language Lessons - 2022
As Gaeilge Language Lessons - 2021-2022
Rainbow Tick Training - Wellington Zoo -May 2022
Disability Awareness Training - DFA Ireland - August 2021
Comprehensive GDPR Security Training - DFA Ireland - July 2021
Cyber Security and Data Protection Training - DFA Ireland - June 2021
First Aid Training – June 2019
Bachelor of Performing & Screen Arts Degree, Unitec - 2012

RELEVANT WORK EXPERIENCE

- 2016 - 24** **Freelance Production Work, Producer, Co-Producer & Production Assistant**
- worked on wide range of projects both in Los Angeles and Auckland
- co-produced own comedic series titled 'Bad Kiwis'
- co-produced NZ On Air funded music video with Angle3 Pictures
- 2024** **TAPAC, The Actor's Toolbox Adult's Acting Teacher**
- taught Adult Beginners Acting classes, with a focus on screen acting and the selftape process
- 2024** **Shine School of Confidence, Speech & Drama Teacher**
- taught Speech and Drama to children at Primary schools, with a focus on building confidence, learning how to breathe properly, and basic script work
- 2023** **Limn Gallery, Retail Assistant**
- oversaw the daily running of the gallery
- remained up-to-speed on our current catalogue, so as to be able to provide customers with detailed information on the artist and the origins of the work
- assisted with events held at the gallery, such as Opening Night Exhibitions
- 2023** **The Burning of Broken Beak (feature film), Co-Producer**
- co-produced U.S feature 'The Burning of Broken Beak'
- sourced the casting director, the rest of the crew, and liaised with the cast and their agents
- organised unit each day for the 25-day shoot period
- took care of all contracts, location shoot permits, call sheets and script amendments
- 2021-22** **Ministry of Justice, Executive Support - Criminal Justice Policy Group**

- managed the calendars of three Policy Managers' calendars – triaging all incoming tasks, meeting invitations, and email
- acted on behalf of the Managers to seek necessary approvals, take notes, or deliver messages in their absence
- maintained high level of communication with all three managers, and their superior
- communicated with wide range of stakeholders – both internally and externally
- ran recruitment within Policy Group – crafted Position Descriptions, raised Job Adverts, orchestrated interviews with candidates, and collating feedback from the interview panel

2021 **Embassy of Ireland to Aotearoa New Zealand, Culture Officer & Executive Assistant to the Ambassador of Ireland, His Excellency Peter Ryan**

- managed both the inbound and outbound communication between the Ambassador and various stakeholders and organisations – both within New Zealand, and internationally
- organised the Ambassador's calendar, and issued formal documents on his behalf
- handled confidential documents and sensitive information with full discretion
- completed all GDPR and Data Protection Training, and DFA Disability Awareness Training
- built relationships with local media producers and various other organisations and societies that the Embassy frequently partnered with
- assisted in orchestrating all Embassy-led events, and often hosted the events as MC

2019- 20 **Innocent Packaging (food packaging retailer), Sales Representative for North Island**

- autonomous sales role that required a high level of cold calling and approaching businesses
- demanded self-motivation and impeccable time management
- presented information to clients and general public about the products, and also on how to implement a compost system in their business in a relevant and easy to metabolize way
- took on in-depth study of both the processes and materials used to create compostable food packaging, and also to understand the 'end-of-life' disposal options for the products to ensure the highest possible level of waste is being diverted from landfill

2019 **MediaWorks, TV Integration Project Executive for The AM Show & The Project**

- worked with diverse range of clients from initial brief and budget through to the delivery, and then providing post-analysis for the campaign
- co-ordinated production meetings, constructing and supplying timelines and other key documents to both the client and our internal production crew
- brainstormed ways to effectively integrate a client's product into a TV show or TVC that the wider organisation produces – and pitching the concept to the relevant Director
- kept a close eye on current affairs so as to be able to move content, pull advertising, or change marketing tact if required

2018 - 19 **MediaWorks, National Radio Sales Associate**

- acted as the conduit between top tier Account Managers and external clients to ensure advertising objectives were met, and all promised deliverables successfully carried out
- day-to-day communication with various departments internally to seamlessly pull campaigns together in a cohesive way, as well as maintaining clear communication with the external clients

REFERENCES AVAILABLE UPON REQUEST