

# Felicity Wilkinson

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## Profile

A highly competent and results-oriented individual with excellent problem-solving and diplomacy skills. Can quickly assess areas in need of improvement especially regarding policy or procedure, and adept at developing creative and new methods to improve efficiency and efficacy.

Demonstrated ability to quickly adapt to new structures and environments, to learn and apply disciplines and logic with integrity, whilst working within established guidelines both autonomously and as a team member.

Broad experience in developing effective professional relationships, whilst communicating succinctly and being mindful of the most suitable method for delivery of communications, and how best to connect or engage with the intended recipient or audience to reach a mutually beneficial outcome.

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## Training & Education

Industry Certificate Production Management (Scripted)	Australian Film Television Radio School (AFTRS), Sydney. Six-week course, completed 31 March 2019
Diploma in Business Management	TAFE Tasmania, 2015
Mental Health First Aid Certificate	Mental Health First Aid Australia, 2015

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## Screen Credits

### Short fictional films made with local industry professionals

#### Production Manager

2019

'Tabernacle' Written, Produced and Directed by Alex Laird

2018

'Pursuant' Written, Produced and Directed by Jeff Kirkland

'Wonderfluous' Written, Produced and Directed by Oliver Potter

#### Assistant Production Manager

2018

'Little Beauty' Written and Directed by Mick Lowenstein, Produced by Tracey Cosgrove

'The Devil you Know' Written and Directed by Ben Morton, Produced by Cathy Allen

#### Producer & Production Manager

2017

'Run Don't Run' Directed by Lucien Simon, Written by Cathinka Brustad

'Believing Baxter' Directed by Lucien Simon, Written by Andrew McLeod

'Killfie' Directed by Lucien Simon, Written by Cathinka Brustad

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## Career Summary

March 2019 – present Production Assistant to the Production Manager and Coordinator on 'THE GLOAMING', eight-episode major television series for online streaming service 'STAN'  
<http://www.sweetpotatofilms.com/the-gloaming>

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## Career Summary continued

- 2008 – present                      Organisational Support Officer, Bookend Trust  
(not for profit science, environment, education initiative) [www.bookendtrust.com](http://www.bookendtrust.com)
- Current Project - Producer Offset for SIXTEEN LEGS, award winning feature length film nature documentary with narrative interwoven, filmed and produced in Tasmania by Bookend Trust.  
[www.sixteenlegs.com](http://www.sixteenlegs.com)
- Sept 2018 – May 2019      Payroll & Compliance Administrator, Tasmanian Talent Agency  
[www.tastalent.com](http://www.tastalent.com)
- 2008 to Jan 2019              Candidature Management Advisor, Graduate Research Office, University of Tasmania  
*Various roles were held over my 11 years of employment at this Institution. Ceased to pursue training and career opportunities in film and television production.*

**Core functions** across these positions include; comprehensive administration, payroll and accounts payable, record keeping and reporting, training, project management, compliance with Industry and Government policies, maintaining effective relationships with stakeholders.

At the University I was **promoted through secondments** (from level 5 promoted to level 9, with highest professional staff level being 10), my roles encompassed; project management, finance and budgeting, senior level reporting, and team leader. These promotions demonstrate recognition of my well-regarded work ethic, flexibility, extensive and transferable skills, and ability as a dynamic operator.

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## Voluntary Roles

- Edge Radio 99.3 FM** - Presenter on community radio station  
Co-host on light discussion radio program (They Say on a Thursday) which airs at 5pm each Thursday  
Commenced April 2018, ceased March 2019
- The Bookend Trust** - Not for profit science, environment, education initiative  
Promotion and events support, Sixteen Legs (feature length film) tour and distribution coordinator  
Commenced 2008

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## Professional Memberships & Licenses

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| ABN 26 595 929 940 | Australian passport holder<br>MV license holder | Member of Wide Angle Tasmania<br>Member of Women in Film and Television (WIFT) |
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## Hobbies and Interests

- Working with film makers to produce content for the screen  
Walking and being outdoors and active  
Photography  
Theatre and cinema

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## Referees

- Available on request