

Eleanor Pollard

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Production Work Experience

2nd Assistant Account (Screen Australia Placement)

Who the Hell is Haish limited series (April 2026-July 2026)

- Manage Accounts inbox
- Audit invoices and match to purchase orders
- Enter invoices/reimbursements into Eclipse and send for approval
- Verify invoice bank details
- Complete invoice batch reports
- Match cheques to invoices
- Follow up on documents necessary for invoice processing and filing
- Approve petty cash receipts in Airwallex
- Organisation skills
- Time management skills
- Attention to detail
- Ability to liaise with different departments

Accounts Assistant

The Get Out feature film (January 2025-April 2025)

- Check/reconcile petty cash envelopes
- Complete petty cash batch reports
- Send PC envelopes for approval
- Prepare petty cash EFT forms and send to Accounts Payable
- Digital filing
- Aid colleagues in cross-checking lists
- Attention to detail
- Strong organisational skills
- Time management
- Ability to liaise with different departments

Production Runner/PA

Deadloch Season 2 (August 2024, pre-production only), *Dream Home* Season 1 (October 2023-December 2023), *Troppo* Season 2 (June 2023-September 2023), TVCs

- Purchase items for various departments
- Deliver production paperwork to different departments
- Research items for purchasing
- Collect and deliver hard drives between set and post-production house
- Maintain and submit petty cash records
- Strong work ethic
- Flexibility
- Ability to interact with a wide range of people

Locations PA

Monarch: Legacy of Monsters Season 2 (July 2024-August 2024, casual), *Apples Never Fall* limited series (May 2023-June 2023, casual)

- Liaise with the public and aid traffic control
- Enforce location rules
- Pack up filming location and reset it
- Good interpersonal and communication skills

Covid PA

Nautilus Season 1 (January 2022-December 2022)

- Rapid test production cast, crew and extras
- Update daily testing records
- Restock PPE in different production spaces
- Enforce production's covid regulations
- Run external testing shed
- Stocktake counts, advise supervisor of products that need to be ordered
- High touch point cleaning
- Prioritisation skills
- Ability to work under pressure
- Work autonomously and as part of a team

Art Department Assistant/Runner

Christmas on the Farm feature film (August 2021-September 2021, casual), *Jill Bilcock: Dancing the Invisible* documentary (September 2017, casual, post-production), TVCs

- Dress set
- Reset filming locations
- Purchase and collect set dress
- Work as part of a team

Other Work Experience

Service Team Member, Christmas Casual | Myer

October 2025 - April 2026, October 2024-January 2025

- Point of sale operation
- Helping customers
- Till clearances
- Friendly demeanour
- Excellent presentation
- High standard of customer service skills

Christmas Casual | TK Maxx

November 2021-January 2022

- Point of sale operation
- Unpack deliveries
- Restock shelves
- Tidy shelves, racks and displays
- Monitor dressing rooms

Other Work Experience (Cont'd)

Development Team Member (Intern/Freelance) | Continuance Pictures

January 2019-January 2022

- Assess both longform and shortform scripts
- Manage company Facebook page
- Respond to emails regarding company initiative
- Good understanding of structure
- Excellent communication skills, including written

Stock Replenishment/Storeperson (Temp) | Tailored Workforce (for Chemist Warehouse)

March 2020-September 2021

- Restock shelves
- Pick orders
- Reliability
- Hardworking

Media Counter Christmas Casual | JB Hi-Fi

October 2019-January 2020

- Point of sale operation
- Answer phone calls
- Greet customers and check bags
- Ability to work as part of a team
- Reliability
- Polite manner
- Excellent customer service

Peer Assisted Study Session (PASS) Leader (Fixed-Term) | Griffith University

February 2017-May 2017

- Plan course sessions, including the content of sessions
- Run four weekly sessions
- Promote sessions at two weekly lectures
- Send reminder and takeaway emails
- Liaise with subject lecturer and tutor
- Strong organisational skills
- Problem-solving abilities
- Strong communication skills, both verbal and written
- Time management
- Presentation skills

Admin Assistant (Full-Time) | Electronic Search Services

September 2010-February 2016

- Complete search requests for incoming files
- Liaise with clients and search providers regarding search results
- Update client database
- Lodge banking
- Manage incoming and outgoing mail
- Reconcile search request batches
- Obtain petty cash and make petty cash purchases
- Attention to detail
- Time Management

- Excellent phone and email manner
- Communication and interpersonal skills
- Good presentation
- Work autonomously and as part of a team
- Task prioritisation

Education

Bachelor of Film and Screen Media Production | Griffith University

2016-2018

- GPA 5.88
- Award for Academic Excellence in 2018 - maintained a GPA of at least 6 for the year

Additional Skills

- Blue card
- White card
- Barista training

Software and Programs

- Microsoft Office
- Google Suite
- Smartsheet
- Eclipse
- Digital Paper Flow
- Dropbox

Referees:

Andy Lindley: Production Accountant on *White Collar*

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Riley Coburn: 1st Assistant Accountant on *White Collar*

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Ian Freeman: Financial Controller on *The Get Out*

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Dean Tindale: Health and Safety Coordinator on *Nautilus*

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