

Olivia Haran

Auckland, New Zealand

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Education

Year	Course	Institute
Sept 2016 - Mar 2017	Smock Generator Producer course	Smock Alley Theatre, Dublin
- Marketing, budgets, legal, management, fundraising, organizing meetings and schedules.		
Sept 2013 – Sept 2016	BFA in Performing Arts	American College Dublin
- Acting, voice, movement, directing, creative + dramatic writing, management, marketing.		
Sept 2010 – July 2011	Foundation in Acting	Arts Educational School, London
- Acting, voice, movement, acting for camera, text and analysis, history of drama.		
Sept 2006 – June 2008	ND in Performing Arts	N.W.R.C. Derry
- Acting, movement, directing, lighting, stage design, costume, stage management and musical theatre.		
Sept 2005 – June 2006	FETAC in Art, Craft and Design	V.E.C. Sligo
- Illustration, design, graphic design, printmaking, sculpture, painting, drawing and communications.		

Experience

Theatre:

Year	Production	Job title	Company
2017	Spots	Producer	James M O' Connor
2017	Society and her Anxiety	Producer	Banjaxed Clowns
2017	A Pervert am I	Producer	Ayrton O'Brien
2017	Olives chop for charity	Organizer	Myself
2016	'Creative Jams' event	Host / Organizer	Myself / Helen O'Brien
2016	'Creative Jams' event	Host / Organizer	Myself / Suzie Seweify
2016	Christmas show	Actor / writer	ACD production
2015	9 Lives	Actor / writer	ACD production
2015	Oscar Wilde tours	Researcher/writer/guide	ACD production
2014	Valledemosa	Stage manager / assistant	Kristen Marken
2008	The beginning of the end	Writer / director	NWRC production

Film / TV:

Year	Production	Job title	Company
2017	Blind Date Ireland	Production assistant	Stelify Media
2017	First Dates Series 3	Logger/holding room supervisor	Coco Television
2017	Foil, Arms and Hog (live)	Production Assistant	Aperture Media
2017	Home or Abroad	Production Assistant	Coco Television
2017	Dragons Den 8	Junior Researcher	ShinAwil
2017	Dancing with the Stars S1	Production Assistant	ShinAwil
2016	First Dates Series 2	Logger/holding room supervisor	Coco Television
2016	The Nathan Carter Show	Production Assistant	Tyrone Productions

2016	Fleadh TV (Live)	PA / Front of House	Gifted Empire LTD
2016	First Dates Series 1	Logger	Coco Television
2016	The Voice of Ireland S5	Coaches Assistant / Logger	ShinAwil
2015	Red Rock	Trainee A.D.	Element Pictures
2015	Fleadh TV (Live)	PA (Street unit)	Gifted Empire LTD
2014	Fleadh TV (Live)	PA (Art DEPT)	Gifted Empire LTD
2012	Encounter (Short)	Head of Costume / Actor	Loch Bo Films
2011	Katherine of Alexandria	Costume assistant	Spiked Wheel Productions

Duties:

Duties vary per production. Examples of required tasks:

Setting up and de-rigging production office; editing and printing cue cards for presenters and guests; transcribing for interviews; taking care of celebrities/guests/ actors, while notifying them and helping them to keep to schedule; interacting with and managing people and time in stressful environments with limited time restraints; researching and sourcing people / items / spaces using a limited budget; helping construct TV sets and create decorations; liaise with entrepreneurs and advise on presentations via telephone conversations and email (Dragons' Den); organize personal information onto company database and update when needed; and remaining pleasant while keeping guests relaxed and calm.

Skills and Achievements

- Full drivers' license.
- Valedictorian / Student of the Year 2016 from the American College Dublin.
- Time and people management, organizational, communication and computer skills, cognitive and interpersonal skills, excellent customer service skills, a fast learner and works well under pressure.
- Experience as Actor (Film/TV/Theatre), director, writer, stage manager, producer, member of art and costume departments, trainee AD, researcher, logger and production assistant/runner.
- I've also worked in retail and hospitality collectively for 16 years.

References

Pamela Lee,
 Freelance Production Co-ordinator.
 (Shinawil, Stelify Media, Gifted Empire Media)
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Ciara Bresnihan,
 Line Manager,
 Coco Television
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