



# Resume



## Personal Information

Name	Lisa Hillen
Based in	Berlin
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Nationality	German



## Personal Profile

I am a motivated, adaptable and responsible woman with a capacity for team work.

- Willingness to learn - I am keen to acquire new skills and continue to develop my current skills and knowledge
- Teamwork orientated
- Professionalism - Approach every task in a professional manner to ensure desired outcome
- Troubleshooting - I am able to work under time pressure and do have proven troubleshooting skills



## Working experiences

06/2022 - 09/2022

**Turbine Studios Services GmbH, Germany**  
Production „Constellation - Electric Eye“  
**Accounting Assistant for Petty Cash**  
TV Series, Apple TV+  
**Director: Michelle McLaren**

02/2022 - 06/2022

**DOR Film West GmbH, Germany**  
Production „15 years“  
Feature Film  
**Production Assistant**  
**Director: Chris Kraus**

09/2022 - 12/2021

**Film Service Babelsberg GmbH, Germany**

Production „BAGHEAD“

Feature Film

**Production Assistant - in Housing & Travelling**

**Director: Alberto Corredor**

06/2021 - 09/2021

**Film Service Babelsberg GmbH, Germany**

Production „RETRIBUTION“

Feature Film

**Location Coordinator**

**Director: Nimród Antal**

04/2021 - 06/2021

**Nordfilm GmbH, Germany**

Production „Das weisse Schweigen“

TV Movie

**Production Secretary - Covid Coordinator**

**Director: Esther Gronenborn**

02/2021 - 04/2021

**Bavaria Fiction GmbH, Germany**

Production „The Privilege

TV Movie - NETFLIX

**Production Secretary - Covid Coordinator**

**Director: Felix Fuchssteiner, Katharina Schöde**

02/2021 - 04/2021

**Bantry Bay GmbH, Germany**

Production „Wenn das fünfte Lichtlein brennt“

TV Movie

**Assistant Production Manager**

**Director: Stefan Bühling**

2009 - 07/2018

**UFA SERIAL DRAMA GmbH, Germany**

TV Production „Gute Zeiten, Schlechte Zeiten“ (*Australia's Neighbours*)

Vacation Replacement Assistant Set-Manager

09/2016 - 10/2017

**Universal Music Entertainment GmbH,  
Berlin, Germany**

Assistant in Royalties & Copyright

- entry of contractual terms and conditions of artist and band acquisition contracts both in German and English in various databases (including Hyp and Contraxx)
- control and completion of contract data in various IT-based archives
- assistance in day-to-day business in all necessary activities e.g.
  - search for contract data
  - scanning and archiving activities
  - analysis of exploitation rights
  - create license agreements
  - maintenance of various archiving and administration systems
  - general data maintenance of databases

05/2015 - 09/2016

**Deloitte & Touche GmbH, Berlin,  
Germany**

Auditing and tax consulting - Assistant

in the following areas:

- appointment and postal organization
- file system
- deadline calculation and control
- editing correspondence

Support of full service, especially following tasks:

- preparation of sales tax filing and statistical reports (25, K4, Intrastat)
- compilation of data and information
- preparation of payment orders

04/2012 - 07/2012

**Grundy UFA TV Production GmbH,  
Potsdam, Germany**

Assistant Production Management  
startup production „Winners & Losers“

01/2012 - 04/2012

**Grundy UFA TV Production GmbH,**  
**Potsdam, Germany**

Production „Wege zum Glück“

Assistant Unit Manager

- organized filming permission

09/2009-01/2012

**Grundy UFA TV Production GmbH,**  
**Potsdam, Germany**

*Apprenticeship to become a Management  
Assistant in audiovisual media*

Assistant Production Accountant „Gute  
Zeiten, schlechte Zeiten“ (*Australian  
Neighbours*)

- prepared bills for payment
- prepared financial records
- conducted office administration
- handled cash

Assistant Set-Manager / Assistant director  
for various productions i.e „Gute Zeiten,  
schlechte Zeiten“, “Verbotene Liebe”

- tracking daily progress against filming  
production schedule
- checking cast and crew
- maintaining order on the set

Employee development & communication  
department

- preparing workshops
- preparing job offers
- recruited staff

Story writing department “Verbotene  
Liebe”

- checked draft for proper formatting,  
spelling and punctuation
- coordinated the scripts

Market research department UFA Film &  
TV Production GmbH

- determined audience shares

Casting department Grundy UFA

- organized and facilitated castings



## Education

07/2018 - 11/2018

**Auckland University of Technology, New Zealand**

Study Abroad in Business and Law

09/2017 - 11/2018

**University of Applied Sciences Wildau, Germany**

Business and Law

02/2016 - 06/2016

**University of Newcastle, Australia**

Study Abroad

09/2013 - 09/2017

**University of Applied Sciences Wildau, Germany**

Bachelor's degree in Laws (L.L.B.)

Grade: 2.6 (good)



## Expertise

Proficient in MS-Office 2010 (Word, Excel, PowerPoint)

Driving licence



## Language

German  
English  
French

native speaker  
good in written and spoken  
basic knowledge