

COCO BAULCH

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ABOUT ME

Pro-active and diligent professional with experience in film accounting and production. Firm grasp of industry-standard procedures and talent for anticipating a production's needs. Highly organized with a strong diverse range of transferrable skills.

Suitable for roles in Production, Travel, Art & Accounts.

KNOWLEDGE

- Personal Assisting
- Vendor Contracts & Agreements
- Financial Accounting Procedures
- Travel & Accommodation Bookings
- Prop Construction & Supply Sourcing
- 3rd Party Logistics
- Dispatch & Delivery Scheduling
- International Freight & Customs
- Microsoft Outlook & Office Suite
- Scenechronize
- Adobe Creative Cloud (Photoshop & Illustrator)
- Production Accounting Software (Eclipse/PSL+/EzyPO)

SKILLS

- Office & Project Management
- Administrative and Clerical Support
- Data Mining & Organization
- Attention to Detail
- Adaptability
- Interpersonal Communication
- Conflict Resolution
- Self-motivation & Productivity

TECHNICAL SKILLS

- Prop Construction
- Interior Painting
- Industrial Sewing & Garment Construction
- Flat Patternmaking Techniques
- Indoor Gardening & Horticulture
- Safe operation of hand & power tools

REFERENCES

Michael Wolstenholme

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Maggie Green

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Kelly Chang

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Kylie Muller

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FILM & TELEVISION CREDITS

2022 -
2023

NORTH SHORE | BEACH ROAD PICTURES

Paramount Plus | Network 10

ASSISTANT
ACCOUNTANT

Line Producers - Di Haddon & Vanessa Brown
Production Accountant - Kylie Muller

2022

LA BREA | NBCUNIVERSAL

Matchbox Pictures

AP
ASSISTANT

Producers - Jeff Rafner (US) & Stu Woods (AU)
UPM: Peter Muston & Jane Lindsay
Financial Controllers: Ian Freeman & Ida Cundari
Production Accountants: Maggie Green & Nick Hajicosta

2021 -
2022

SHANTARAM | PARAMOUNT TELEVISION

AppleTV+ | Anonymous Content

ACCOUNTS
CLERK

Producers - Ed Cathell & Niall Delaney
UPM: Naomi Mulholland & Paul Sullivan
Financial Controller: Kyla McFeat
Production Accountant: Michael Wolstenholme

OTHER WORK HISTORY

2023

NIKE TVC

TRAFFIC
CONTROLLER

CCL Traffic - VIC Traffic & Labour Solutions
CLDR PTY LTD

2023

TAC TVC

TRAFFIC
CONTROLLER

CCL Traffic - VIC Traffic & Labour Solutions
Exit Films Australia PTY LTD

2023

ROBER HALF

Corporate Finance Recruitment Agency

TEMPORARY
CONTRACTOR

Accounting & Administration contractor for corporate finance departments & government organization's.

2019 -
2021

BRANDBANK GROUP

Seed Heritage | French Connection | AllKinds | Commonry

CREATIVE
SERVICES
COORDINATOR

- Coordinate prop production, freight & delivery schedules
- Manage department expenses, supplies and asset inventories
- Liaison between external vendors & internal company staff
- Process department purchases, invoices & documentation

2017 -
2019

CREATIVE
SERVICES
STUDIO
ASSISTANT

- Create & repair props, interior displays & signage
- Develop space planning concepts & design presentations
- Package props securely for freight & transport
- Direct store fit-outs & prop installations

ADDITIONAL & ACCOLADES

- Diploma of Applied Fashion Design & Technology - TAFE QLD
- Cert III in Screen & Media - TAFE QLD
- CONISS012 - Construction White Card
- CONISS020 Traffic Management Skill Set (Licensed Traffic Controller)
- Drivers license & own vehicle
- Working With Children Check
- YRIPP Independent Person Trainee
- Thai - Elementary Proficiency
- English - Fluent/Native Proficiency
- VIACOM CBS Anti-Bribery & Foreign Currency Policy Training
- Physically caught a flying Panavision hat during a highspeed rollercoaster at Universal Studios Singapore 2022