

LEIAH YVONNE KWONG

PRODUCTION ASSISTANT | PRODUCER'S ASSISTANT

(t) +61 475 767 705 • (e) leiahykwong@gmail.com • Based in Melbourne CBD

- ◆ Full Clean Driving License (VIC), Access to Car
- ◆ Native English and Cantonese. Fluent in Mandarin
- ◆ Valid First Aid Certificate & Working with Children Check
- ◆ Production, AD and Locations department experience

Experience With: office set up & maintenance, driving rushes, diary management, travel bookings, script research & translation, readthroughs, production paperwork (TMOs, POs, call sheets, etc.), petty cash handling, international cast & crew, high profile cast

FEATURE FILMS & TV DRAMA – *production office*

Production Assistant	Retrograde Orange Entertainment Co (ABC, Aus)	Prod. Manager: Caitlan Finch Prod. Coordinator: Francesca Hall	June - July 2020
Production Assistant Additional Photography – 6 weeks	Lyrebird Imperative Entertainment	Exec. Producer: Peter Heslop Prod. Manager: Catherine Golding Prod. Coordinator: Bridie Sinden	Nov 2018 - Jan 2019
Producer & Director's Assistant Prep, Shoot & Wrap – 23 weeks	Chimerica Playground Television (Channel 4, UK)	Producer: Adrian Sturges Director: Michael Keillor Writer / Exec. Producer: Lucy Kirkwood Prod. Coordinator: Cecily Barber	Feb - July 2018

FEATURE FILMS & TV DRAMA – *assistant director*

Set PA London Shoot – 1.5 weeks	Flying Tiger 2 Scene Productions (Hong Kong TV Drama)	1 st AD: Christiaan Faberij de Jonge 2 nd AD: Carmen Pat 3 rd AD: Michael Searle	Nov 2018
Set PA Block 1 & 2 – 10 weeks	Deep Water Kudos (ITV, UK)	1 st AD: Toby Hosking / Thomas Bassett 2 nd AD: Dominic Threfall 3 rd AD: Dario Capellini, Rachael Pickles	Sept - Nov 2018
Set PA London Shoot – 1 week	Speechless Ep 301 & 302 Twentieth Century Fox (ABC, USA)	1 st AD: Matt Hanson 2 nd AD: Chris Evans 3 rd ADs: James Hill, David Bispham	July - Aug 2018
Crowd PA Fittings & All Crowd Days – 8 weeks	Aladdin Main Unit & Splinter Unit Walt Disney Studios	Crowd 2 nd AD: Sarah Selway Crowd 3 rd AD: Patrick Waggett	Aug - Oct 2017

FEATURE FILMS & TV DRAMA – *casual (selected)*

Crowd PA	The Gentlemen Coach Films	Key 2 nd AD: Paul Bennett Crowd 3 rd AD: Luke Kimble	Nov 2018
Crowd PA	The Aeronauts Amazon Studios	Crowd 2 nd AD: Christian Otty Crowd 3 rd ADs: Glen Carroll, Josh Northover, David Underwood, Michael Williams	Aug 2018
Additional / 2 nd Unit Set PA	Chimerica Playground Television (Channel 4, UK)	1 st AD: David Stafford / Joe Payne 2 nd AD: Chris Evans 3 rd AD: Saloum N'Jie / Sade Akin	May & June 2018
Additional Set PA	Strangers (White Dragon) Two Brothers Pictures (ITV, UK)	1 st AD: Dan Mumford 3 rd AD: James Hill	Feb 2018
Additional Set PA	The Dark Crystal: Age of Resistance The Jim Henson Company (Netflix)	1 st AD: Olly Robinson 2 nd AD: Ben Harrison	Dec 2017
Crowd PA	Mission Impossible: Fallout Paramount	Crowd 2 nd AD: Tussy Facchin Crowd 3 rd AD: Adam Foster	Nov 2017
Additional / 2 nd Unit Set PA	Johnny English Strikes Again Main Unit & 2 nd Unit Working Title	1 st AD: Phil Booth / Gary Richens 3 rd AD: Paula C. Frias / Dan Marsden	Aug & Oct 2017
Additional Set PA	Detectorists Series 3 Channel X / Lola Entertainment (BBC4, UK)	1 st AD: Gareth Tandy 3 rd AD: Sophie Kenny	July 2017
Set PA Screen Tests & Rehearsals	Aladdin Walt Disney Studios	1 st AD: Max Keene Key 2 nd AD: Paul Bennett Floor 3 rd ADs: Dan Hillary, Freddie Hall	June, July & Aug 2017
Lock Off PA / Rigging Unit PA (3 weeks)	Solo: A Star Wars Story 2 nd Unit Lucasfilms	1 st AD: Dominic Fysh / Matthew Sharp Floor 2 nd AD: Mark Cockren 3 rd AD: Emily Thomas / Brittany Smith	May 2017

SHORT FILMS (selected)

Unit Manager	Fragments of Red Victorian College of the Arts	Producer: Cathy Yang Director: Arctic Qu	Sept 2019
Production Manager (Prep)	A Disappearance Butthead Films	Producer: Rebecca Morgan Directors: Laurence Brook & Laura Spini	Sept 2017
Crowd Coordinator	Dead Birds National Film and Television School, UK	1 st AD: Paul Mindel 2 nd AD: Lilla Vindics	Aug 2017
Production Assistant	Howls Heard from Miles Around National Film and Television School, UK	PM: Alicja Kielbasa PC: Agnieszka Pawlowska	June - July 2016
Production Coordinator	Dear Albion BFI / Creative England	Producer: Lincia Daniel PM: Andrew Boateng	April 2016

EDUCATION:

2019-2020: Victorian College of the Arts, Master of Producing
2013-2016: University College London, Bachelor of Laws

OTHER TRAINING & QUALIFICATIONS:

2019: Provide First Aid & CPR Certificate (St. John VIC)
2017: Safe Management of Productions (1st Option, UK)