

Leah Hale

Organized professional with a passion for service and a strong background in both production coordination and hospitality.

📍 Perth WA, Australia



Phone: +44 7932 533530 **Email:** leahhale.work@gmail.com

Profile: <https://useverb.com/cv/leahhalework>

About

A highly motivated and logistical-minded professional with extensive experience coordinating high-pressure film shoots for broadcasters like Netflix and National Geographic. I am also a dedicated team player with a strong background in hospitality, including roles as a waitress, barista, and bar staff. I thrive in challenging environments, am a fast learner, and am passionate about delivering excellent service and building rapport with customers. My adaptability, proactive approach ensure quality outcomes and positive customer interactions.

Talents & Skills

Highly adaptable • Quick learner • Growth oriented • Customer Service • Deadline Management • Communication • Teamwork • Proactive • Self-motivated

Experience

Production Coordinator - National Geographic • Silverback Films, UK

2025 - 2026 • Bristol, UK

Worked closely with production manager through post production, reconciling all production paperwork for final delivery of programs, specifically for 'Secrets of the Bees' for National Geographic.

Production Coordinator - Netflix • Silverback Films, UK

2023 - 2025 • Bristol, UK

Coordinated logistics and admin paperwork for extremely complex Arctic film shoots, including filming in Canada, Alaska, Greenland, and Norway.

Program currently under non disclosure agreement.

Office Runner • Silverback Films, UK

2021 - 2021 • Bristol, UK

Organised kit and production paperwork for filming shoots whilst keeping offices clean and supporting office manager with admin tasks.

Bar Staff • Pilgrim Inn Pub, UK

2020 - 2020 • Bristol, UK

Casual bar staff role which consisted of occasionally working alone, which helped gain confidence with changing kegs independently, taking orders for all customers, reconciling the till, cleaning, and locking up the pub for the next day.

Waitress / Bar Staff • Banco Lounge, UK

2019 - 2020 • Bristol, UK

Supported a small team in a fast paced restaurant / cafe by making barista style coffees, teas, mocktails and cocktails.

Took food and drink orders for approx 15-20 tables.

Note: Banco Lounge is no longer operating so if you'd like to look at the branch, please search 'Lounge restaurants UK'

Waitress • Chef Wu, UK

.

2018 - 2019 *Bristol, UK*

Key responsibilities included taking orders over the phone and in person, serving food and drinks, and keeping restaurant clean.

Education

**Level 3 Technical Extended Diploma in Media Production
(D*D*D*)**

• **BOOMSATSUMA, The Bottle Yard
Studios**

2018 - 2020 • *Bristol, UK*

Achieved a Level 3 Technical Extended Diploma in Media Production with Distinction* Distinction* Distinction* (D*D*D*) from BOOMSATSUMA at The Bottle Yard Studios.