

Lea Felicitas Neumayer

Production Office Assistant

📍 based near London
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Originally from Vienna, I am a well-organised and reliable production assistant with a First Class Film Production degree and experience supporting independent film projects and working in fast-paced creative environments. With strong multitasking and communication skills, I am keen to build a career within a production office.

Key Skills

- Native in German and fluent in English
 - Office Softwares: Word, Excel, Pages, Numbers, Gmail, Google Drive, Notion (intermediate)
 - Movie Magic: Scheduling and Budgeting (beginner)
 - Adobe CC: Photoshop, InDesign and Illustrator (Intermediate)
 - Editing: Avid Media Composer, Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve (intermediate)
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Film & Production Experience

RIDE & SEEK Jan 2026	Freelancing Editor <ul style="list-style-type: none">• <i>Scheduling my own time, setting deadlines and finishing tasks at agreed time</i>	Promotional Videos SuperReel Productions
OXYGEN Mar 2025	1st Assistant Director <ul style="list-style-type: none">• <i>Helping with pre-production, scheduling and keeping the shoot on track during an underwater shoot</i>	Student Film <i>Dir: Tilda C Furubrink</i>
THE LACE Nov 2024	Production Assistant <ul style="list-style-type: none">• <i>Assisted with on-set logistics</i>• <i>General production support</i>	Short Film <i>Spiral Stare Production</i> <i>Dir: Nicole Fry</i>
GREEN GRASS Aug 2024	Runner <ul style="list-style-type: none">• <i>Coordinated parking permits for crew</i>• <i>Responsible for location key holding</i>	BFI funded Short Film <i>Dir: Aram Atkinson</i>

Other Experience

Administrative Assistant Volunteer at Bloomin' Arts - Feb 2026 to present

- *Managing spreadsheets, documents, and visual assets; designing promotional materials*

Front of House Assistant at the Apron (Theatre Café & Bar) - Oct 2025 to present

- *Balanced multiple priorities during high-pressure performance nights while maintaining professionalism*
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Education

University of Portsmouth BA (Hons) Film Production (Graduated Aug 2025)

- *Developed practical experience in film production, including scheduling shoots, organising risk assessments and permits, booking equipment, and coordinating with cast and crew*

Training

- Macquarie University Excel for Business: Essentials completed via Coursera with Certificate (Mar 2026)
- Screenskills Training Passport completed with Certificate (Mar 2026)
- Screenskills Software Upskilling for Screen Professionals - Microsoft Office (Feb 2026)
- Creative Process Adobe Bootcamp - Photoshop, Illustrator, InDesign completed with Certificate (Jan 2026)
- Albert Sustainability Workshop for Short Film Production (Nov 2024)

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