

CASSANDRA COURTE

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Brisbane Based – Happy to travel

Aspiring Additional AD / Onset PA / Locations Assistant

Own Car - Mitsubishi ASX AWD / Open Licence - Manual

Own Laptop - MacBook Air - Proficient in Word, Excel, PowerPoint, Adobe,

Mobile - iPhone 17

Current Australian and Canadian Passport

Current Blue Card (Working with Children Qld)

Current Yellow Card (Working with NDIS)

Current First Aid (Provide First Aid HLTAID011 & Provide Cardiopulmonary Resuscitation HLTAID009) – Pulse start

Current Manual Handling (Carry out manual handling tasks FBOPR2074) Pinnacle Safety Solutions

SCREEN WORK EXPERIENCE

April 2026 **Production Assistant CRUSH** - Griffith Film School
3rd Year Proof of Concept Project, 3 mins with 25 cast & crew

May 2026 **Volunteer** – Gold Coast Film Festival – HOTA

May 2026 **Producer & 1st AD** - *DON'T GO* - Griffith Film School
1st Year Short Film, 2 mins with 10 cast & crew

EDUCATION

2026 - Current **Diploma of Technical Screen Production 8082** - Griffith Film School, Griffith University
Course Convenor - Ange Lavey-Manché
Guest Speakers (so far) - Nerida Goth (AD, Generate Crew) Jacob Livermore (Locations Mgr),
Todd Carmody (Safety Supervisor) Steve Cooper (Post Supervisor)
Courses undertaken
1071GFS Screen Safety Fundamentals
1072GFS Filmmaking Hierarchy & Departments
1073GFS Production in Practise 1 (Work Experience Placement)
1726GFS Foundations of Film Production
1074GFS Set Etiquette & Protocols
1075GFS Screen Industry Certifications & Accreditations
1076GFS Production in Practise (Work Experience Placement)
1729GFS Foundations of Streaming Television

2025 **Certificate III in Travel (SIT30222)**
Institute of Training and Further Education - Brisbane

ABOUT ME

Highly organised and adaptable operations professional with 10+ years of people management experience across travel, tourism and client-support environments, now seeking opportunities in the film industry. Former specialist round-the-world travel consultant experienced in coordinating complex itineraries, managing logistics, handling last-minute schedule changes and multitasking under pressure with exceptional attention to detail. Strong people focused background with the ability to remain calm in fast-paced environments, anticipate needs and build positive relationships with clients, suppliers and teams.

EMPLOYMENT HISTORY

2022-Current (Casual) **DISABILITY SUPPORT WORKER**, Being Mentors-NDIS registered Provider (Brisbane)

Providing compassionate, person-centred support to clients with diverse needs, building strong relationships through empathy, adaptability and clear communication in sensitive environments. Experienced managing appointments, community access, documentation and daily coordination while maintaining confidentiality, professionalism and the ability to anticipate individual needs.

2022-2025 **ROUND THE WORLD TRAVEL SPECIALIST**, Flight Centre Travel Group (HQ, Brisbane)

Coordinated complex international travel itineraries and end-to-end administrative processes in a fast-paced, high-pressure environment, requiring exceptional attention to detail, multitasking and problem-solving skills. Managed bookings, financial reconciliation, client communications and supplier coordination across multiple systems while maintaining accuracy, compliance and high service standards under strict deadlines.

2020-2022 **CENTRE MANAGER**, City Cave Wellness Centre (Multiple SE QLD Locations)

Managed daily operations within a fast-paced wellness centre, coordinating bookings, staff support and client services while maintaining a high standard of customer experience and operational efficiency. Built strong client relationships through personalised service, sales support and the ability to anticipate needs in a calm, high-pressure environment.

2019-2020 **STORE MANAGER** Lush - Queen Street, Brisbane City

Managed a team of 15 people / store traded 7 days per week

2014-2019 **DEPARTMENT SALES MANAGER** Ikea - Logan

Liaised with Marketing, Sales, Interior Designers, Tradesman, Logistics Staff - Showroom & Department re-builds

2009-2013 **OFFICE MANAGER & DISPATCHER** Columbia Icefield - Canada

Oversaw office administration and dispatch coordination at the tourist centre, supporting high-volume operations, staff logistics and efficient daily workflow management.

LEADERSHIP/AWARDS

2024 **GLOBAL SALES CONSULTANT**, Flight Centre Travel Group - HQ, Brisbane

Selected to attend Flight Centre's Global Conference in Portugal, recognising top 1% performance company-wide for consistently exceeding challenging KPI and sales targets. Awarded for high achievement and sustained performance above team targets, representing the top tier of consultants across the organisation.

2011 **EMERGING TOUR GUIDE LEADERSHIP AWARD**, Columbia Icefield - Canada

Recipient of the Emerging Tour Guide Leadership Award at Brewster Columbia Icefield, voted top rookie driver/tour guide for leadership, teamwork and outstanding guest experience.

Completed extensive training in glacier geology interpretation, Class 2 bus operation and off-road driving, delivering live guided tours in a high-risk environment.

REFERENCES

Generate Crew - Nerida Goth & Louise Hodgson

Freelance Line Producer - Ange Lavey-Manché