

JENNIFER LEEK



PRODUCTION SECRETARY

Please Contact Through Union Office 416.645.8025 – or via jenniferleek@gmail.com

Production Coordinator	Lucky 7 Exec Prod: Jason Richman, David Zabel Producer: Michael J. Maschio PM: Lena Cordina Director: Paul McGuigan Cast: Matt Long, Anastasia Phillips, Isiah Whitlock Jr.	Pilot Feb – April 2013	ABC / Dreamworks
Production Coordinator	An Officer & A Murderer Exec Prod: Mary Young Leckie Tom Patricia Producer: Lena Cordina Director: Norma Bailey Cast: Gary Cole, Laura Harris, Rossif Sutherland	MOW April – June 2012	Lifetime
Associate Producer	Recipe to Riches: Season II Exec Prod: D. Fortier, I. Schneeberg, Blair Harley Producer: Lena Cordina Director: Rae Upton Cast: Jesse Palmer, Laura Calder, Tony Chapman	Reality TV Series Jan – April 2012 Nov – Dec 2012	Food Network Temple Street
Associate Producer	Cover Me Canada Exec Prod: D. Fortier, I. Schneeberg, Don Weiner Producer: Lena Cordina Director: David Russell Cast: Nicole Appleton, Jordan Knight, Deborah Cox	Reality TV Series	CBC Temple Street
Associate Producer	Canada's Greatest Know It All Exec Prod: David Brady, Brad Brough Producer: Lena Cordina Director: Allan Myers Host: Daniel Fathers	Reality TV Series April – July 2011	Discovery Channel Cream Productions
Associate Producer / Audition Manager	Recipe to Riches Exec Prod: D. Fortier, I. Schneeberg, Blair Harley Producers: Lena Cordina Director: David Russell Host: Jesse Palmer, Laura Calder, Tony Chapman	Reality TV Series Jan – April 2011 Finale – Dec 2011	Food Network Temple Street
Production Coordinator	Committed Exec Prod: Mary Young Leckie Producer/PM: Lena Cordina Director: Norma Bailey Cast: Andrea Roth, Richard Burgi	MOW Nov – Dec 2010	Lifetime Screen Door
Post Coordinator	Camelot Exec Prod: Fred Fuchs Post Exec Prod: Bill Goddard Post Supervisor: Dave Huband	TV Series June – Sept 2010	Starz CBC
Producers Assistant	Untitled Project for WB & CW Producer: Terry Gould PM: Lena Cordina Director: Mark Piznarski PC: Janet Gayford	Pilot March – April 2010	Warner Bros/ CW MS1 Films



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Production Coordinator	24th Annual Gemini Awards Exec Prod: Lynn Harvey PM: Linda Ambury Director: Michael Watt Cast: Ron James, Cory Monteith, Rick Mercer	Live to Air Special Oct – Nov 2009	CanWest – Global Enter the Picture
Production & Post Coordinator	Valemont Exec Prod: Stan Rogow, Christian Taylor Producer/PM: Lena Cordina Director: Stefan Scaini Cast: Eric Balfour, Kristen Hager, Nikki Blonsky	MOW July – Oct 2009	MTV (USA) Electric Farm Ent., Breakthrough Films
Production Coordinator	Canada's Next Top Model Cycle III Exec Prod: Sheila Hockin, David Fortier Producer/PM: Lena Cordina Director: Rae Upton Cast: Jay Manuel, Jeanne Beker, Jasmine Warsame	Reality TV Series Jan – May 2009	CTV Temple Street
Production Coordinator	Style Her Famous – Pre-Production Exec Prod: David Fortier, Ivan Schneeberg Producers: Lena Cordina, Brad Brough Director: Stefan Scaini Host: Jay Manuel	Reality TV Series Nov 08-Jan 2009	Style (USA), Slice, Temple Street
Production Coordinator	How Do You Solve A Problem Like Maria? Exec Prod: Sheila Hockin, David Fortier Line Producer: Lena Cordina Director: David Russell Cast: Andrew Lloyd Webber, John Barrowman	Reality TV Series Jan – August 2008	CBC Temple Street
Production Coordinator/ Secretary	Special Olympics Festival Galas Exec Prod: Lynn Harvey Line Producer: Christopher Howard Host: Brian Williams	Live Special Nov – Dec 2008	TSN Enter the Picture
Production Coordinator / Secretary	Ron James: Back Home Exec Prod: Lynn Harvey Line Producer: Christopher Howard Director: Michael Watt Cast: Ron James	Comedy Special Sept – Nov 2008	CBC Enter the Picture
Production Coordinator/ Secretary	22nd Annual Gemini Awards (Industry Nights) Exec Prod: Lynn Harvey Line Producer: Christopher Howard Director: Wayne Moss	Live Special October 2007	CanWest Enter the Picture
Assistant Production Secretary	Canadian Idol Season 4 & 5 Producers: Sue Brophey, Mark Lysakowski PM: Karen Loftus; Director: Joan Tosoni PC: Amy Regan; PS: Jessica Brunton Cast: Ben Mulroney, Sass Jordan, Farley Flex	Reality TV Series June – Sept 2007 May – Sept 2006	CTV Insight Prod Co Ltd
Production Secretary	Canada's Walk of Fame Producers: Louise Wood, Lindsay Cox LP: Tracy Galvin; Director: Joan Tosoni PC: Nikki Chow Host: Eugene Levy	Live Special April – June 2007	CTV Insight Prod Co Ltd



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Production Secretary	Melissa O'Neil and Rex Goudie: Let It Go Producer: Martha Kehoe PM: Elizabeth Allen; Director: Joan Tosoni PC: Heather Muir Cast: Melissa O'Neil, Rex Goudie	Variety Special March – April 2006	CTV Insight Prod Co Ltd
Production Secretary	Sketch with Kevin McDonald Exec Prod: Lynn Harvey LP: Christopher Howard; Director: Rae Upton PC: Mark DeAngelis Host: Kevin McDonald	Comedy Special Jan – March 2006	CBC Enter the Picture
Production Secretary	20th Annual Gemini Awards Exec Prod: Lynn Harvey LP: Christopher Howard; Director: Joan Tosoni PC: Carolyn-Ann Woods Cast: Patrick McKenna, Scott Thompson	Live to Air Special 1 Hour Special Oct – Nov 2005	CBC Enter the Picture
Production Assistant	HNIC: Anthem Challenge – B-Roll PA Segment Producer: Robert McDerment	TV Special Sept 2008	CBC
	Canadian Idol Season 3 - 6 – AD & Talant Asst PC: Amy Regan & Jessica Brunton	Reality TV Series '05, '06, '07, '08	CTV Insight Prod Co Ltd
	OneXOne Gala – Secretary / Talent Assistant Exec Prod: Lynn Harvey	Live Special Sept 2008	OneXOne Enter the Picture
	Canada's Walk of Fame – Talent Assistant PM: Marie Bourbonnais	Live Special Sept 2008	CTV
	The Ron James Show – Office PA Line Producer: Christopher Howard	Pilot Oct 07 – Jan 2008	CBC Enter the Picture
	Deal or No Deal Canada – Casting PA PC: Gary Hawker	Game Show Nov – Dec 2006	Global Insight Prod Co Ltd
	21st Annual Gemini Awards – Talent Assistant Exec Prod: Lynn Harvey	Live Special October 2006	CBC Enter the Picture
Other Qualifications	<ul style="list-style-type: none"> • WHMIS Certified • Computer Literate – Microsoft Word, Excel, Adobe, Final Draft • PC or MAC • Canadian Passport • Willing to travel 		
Education	Ryerson University Bachelor of Arts – Radio & Television Program Graduated with Honours	2003-2005	
	University of Toronto Honours Bachelor of Arts Major: Criminology; Minors: Film & English	1998-2003	