

PRODUCTION SECRETARY

Warner Brothers Television

'Person of Interest' Season Five (CBS)

(October 2015 - February 2016)

Black Bear Pictures / The Weinstein Company

'Gold' Feature Film - NY Unit (2016)

(September 2015 - October 2015)

Marvel Television / ABC Studios

'Jessica Jones' Season One (Netflix)

(March 2015 - September 2015)

- Maintained crew data & distribution lists for call sheets, scripts, schedules, etc.
- Assisted Coordinator with the processing of cast deal memos, contracts, & travel.
- Upkeep of production report revisions and workers comp/auto accident claims.
- Management of vendor accounts for office supplies, car services, rentals, etc.

PRODUCTION OFFICE ASSISTANT

Warner Brothers Television

'Gotham' Season One (FOX)

(August 2014 - March 2015)

'Hostages' Season One (CBS)

(September 2013 - December 2013)

Sony Pictures Television

'Unforgettable' Season Three (CBS)

(March 2014 - August 2014)

'Irreversible' Pilot (ABC)

(February 2014 - April 2014)

'The Jim Gaffigan Show' Pilot (TV Land/Comedy Central)

(January 2014 - March 2014)

- General office maintenance.
- Handled distribution & filing of production documents such as purchase orders, exhibit G's, call sheets, deal memos & production reports.
- Fielded calls for Producers, Office Coordinators, and UPM.
- Performed deliveries, pickups, and miscellaneous errands.

PROFESSIONAL REFERENCES

(Redacted for privacy. Available upon request.)



EDUCATION

Bachelor of Cinema Art & Science - Chicago, IL
Columbia College Chicago

(September 2010 - May 2013)