

Leila Campbell
Leila.Campbell89@gmail.com
214-709-3831

SKILLS

Excellent communicator with the ability to remain focused under pressure. Extremely work oriented, excellent multitasker, and relates well to peers in any workplace. Currently looking for work in the Television and Film Industry as a Script Supervisor.

PRODUCTION WORK HISTORY

***Script Supervisor* Dallas, TX August 17 – August 27, 2022**

*Brewmaster: In the Beginning (Proof of Concept for TV Series) – Director: Johnathan Brownlee/Produced by Torfootfilms/Studios

***Script Supervisor* Dallas, TX July 26 – Present**

*House Arrest (TV Series) – Director: Matthew Gunter/Produced by G Child Films

***Script Supervisor* Dallas, TX April 15 – May 10, 2022**

*Unfavorable Odds (Feature Film) – Director: Michael A. Pinckney/Produced by Cue & Coda Films

***Script Supervisor* Dallas, TX March 1 – April 4, 2022**

*A Dark Destiny (Short Film) – Director: Wendy Pennington/Produced by Gigaton Pictures

***Production Assistant (Craft Services)* - Dallas, TX November 22, 2021**

*Family Gateway (PSA) – Director: Wendy Pennington/Produced by Women in Film Dallas

***Production Assistant/Coordinator* Dallas, TX June 1999 – May 2001**

*Provided support in commercial and convention industries.

*Oversaw crewmember databases, talent casting, craft services, payroll distribution, and provided personal services for Executive Staff.

ADDITIONAL PROFESSIONAL EXPERIENCE

PIONEER NATURAL RESOURCES – Irving, TX February 2008 – October 2020

***Sr. Executive Assistant to the EVP/Corporate Operations* – May 2012 – October 2020**

*Administered support to the Executive Vice President of Corporate Operations, who oversaw 5 departments with a combined total of over 300 employees, by making sure his office ran smoothly, maintained his executive calendar, coordinated his travel and scheduled meetings.

*Prepared and submitted monthly expense reports and annual budget for all departments.

*Handled HR matters by working with department Vice Presidents to ensure annual reviews and timesheets were completed on time; assisted with the recruitment and interviews of potential job candidates for open positions within departments. Also, worked with HR to assist with personnel matters.

*Helped facilitate special events, such as the annual officer party, department Habitat Build and the CASA Golf Tournament, which raised donations for charities.

***Executive Assistant to the EVP/General Counsel*– March 2009 – May 2012**

*Handled the administrative needs of the Legal Department.

*Worked with the administrative staff to submit timesheets, processed invoices from vendors for payment and coordinated all department meetings.

*Worked with the General Counsel and the Attorneys to prepare their monthly and annual budgets.

*Assisted the General Counsel and Attorneys with scheduling and submitting their annual Performance Reviews for their subordinates.

EDUCATION

Dallas Baptist University – Dallas, TX.

Bachelor of Business Administration Degree – August 2004 – December 2007

PRODUCTION DEVELOPMENT TRAINING

Director Whisperer – Instructor, Daniela Saioni

Certificate – December 2021

Script Supervisor CEO – Instructor, Jennifer Carriere

Certificate – January 2022

*Two Day Workshop