

Production Coordinator	HBO	The Invisible Pilot	3 Episodes
Talent Coordinator	Digital	Walmart Commercial	Commercial

PA credits available upon request.

EDUCATION:

Northwest Arkansas Community College	Associates of Arts
Entertainment Partners Academy	SmartTime for Payroll Administrators
Entertainment Partners Academy	SmartTime for Department Administrators
Entertainment Partners Academy	Scenchronize for Show Users
Penn Foster (Currently enrolled)	Event Planning
Petra Allied Health	Certified Nursing Assistant

AFFILIATIONS:

Women in Film and Television (WIFT) – Austin I’m a member of the programs committee.

SKILLS:

Leading meetings	Booking travel	Screenwriting
Scheduling	Production reports	Receipts/POs
Research	Releases	Building call sheets
Petty cash handling	Taking notes	Clearing locations
Building budgets	Booking/hiring crew	Handling cast

I am proficient in Microsoft Office, Movie Magic Budgeting, Google Suite, DPO, and EP Smartstart.

I am familiar with Adobe After Effects, Quickbooks, and Avid.

REFERENCES:

Kim Hamtak- Friend	402-709-9003	kkhamtak1@gmail.com
David Kirkland- Co-worker - Editor	917-745-6790	daveydarkotm@gmail.com
Jordan Zager- Co-worker- Editor	917-510-5681	jordanzager@gmail.com
Gabe Smith- Co-Worker- Set Medic	601-942-3527	magnoliamoviemedics@gmail.com

CPR Certified	Valid Passport	Positive Attitude	Willing to Travel
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