

AshleyRobinson

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Education

BACHELORS OF SCIENCE DEGREE | DECEMBER 2012 | THE UNIVERSITY OF TEXAS AT AUSTIN

- Major: Radio, Television, and Film
- Certifications: African American Studies, European Studies

HS DIPLOMA | MAY 2008 | C.E ELLISON HIGH SCHOOL

Experience

CO-PRODUCER/ASSOCIATE PRODUCER/PRODUCTION ASSOCIATE| FEAR THE WALKING DEAD | AUSTIN, TX | SEPTEMBER 2020 – MARCH 2023

- *Began as Production Associate during Season 6 filming, was title bumped to Associate Producer for Season 7, then to Co-Producer for Season 8 (present day)*
- Serves as a liaison for our showrunners Andrew Chambliss and Ian Goldberg on set and in office
- Serves as a liaison for other writers on our show during prep and shooting
- Provides information and reference regarding The Walking Dead Universe (TWDU) and past story for Fear TWD during prep and while shooting • Maintains and updates our inner-office Walker guide and TWDU timeline
- Assist episode director with information dissemination during prep and shoot of episode
- Oversees cast duties such as relaying travel, ADR, or meeting coordination and more
- Coordinates dialogue, action, and other necessary changes to writers, producers, and crew during shooting
- Episodes of *Fear the Walking Dead* can be seen at <https://www.hulu.com/series/fear-the-walking-dead-6b075a0b-3d97-42a8-b2f1-c1d698d64d53>

EXECUTIVE PRODUCER | THE ELECTRICS | AUSTIN, TX | SEPTEMBER 2019 – PRESENT

- Served as an Exec. Producer for local web series *The Electrics*.
- Assisted and coordinated casting, location finding, fundraising, and crewing.
- Created festival circuit plan for 2nd episode.
- Pilot episode can be seen at <https://www.youtube.com/watch?v=tBywz5HDFEw>

ASSISTANT TO EXECUTIVE PRODUCERS GALE ANNE HURD AND MICHAEL E. SATRAZEMIS| FEAR THE WALKING DEAD| AUSTIN, TX | OCTOBER 2017 – MARCH 2020

- Assisted on set and in the office with meeting scheduling and coordination
- Took meeting notes and distributed to dept. heads
- Transcribed script notes, shot lists, , and visiting director statements and guides
- Updated episodic binders and other show-related documents
- Wrote script revisions summaries, script synopses, script coverage, and gathered information for AMC's Talking Dead from Dept Heads
- Handled various personal duties such as document drop-off, move coordination, and more

OPERATIONS ASSISTANT | PARTOS AGENCY| SANTA MONICA, CA | SEPTEMBER 2015 – AUGUST 2016

- Answer phones and roll calls
- General Clerical Work, Script Coverage
- Delegate tasks to interns
- Download, file, and upload media to create reels for artists
- Call and document Film and TV studios about upcoming projects, • Schedule meetings, travel, and more for agents and clients document,

SCHOLARSHIP COORDINATOR & ALUMNAE DIRECTOR | AUSTIN, TX | ANN RICHARDS SCHOOL FYWL | JULY 2012 – JULY 2015

- Create materials for students to navigate universities for all graduating students
- Track and document scholarships awarded and declined
- Answer questions about college life as submitted and maintain
- Assist with scholarship essays, scholarship applications, scholarship submissions, and aid in FAFSA applications for students and families
- Develop the new program, create signature events, budgets,
- Maintain relations with ARS alumnae and provide support to recent proposals, publications, and document results of event graduates

PROGRAMMING INTERN | AFI FEST | LOS ANGELES, CA | FEBRUARY 2012 – JULY 2012

- Track, file, and label DVD submissions with File Maker Pro
- Documenting articles and pictures for AFI Fest films
- Collect mail, ordering lunches, ordering office supplies

INTERN | INFERNO ENTERTAINMENT | LOS ANGELES, CA | FEBRUARY 2012 – JULY 2012

- Script Coverage
- Answer, roll, and forward messages to phone calls
- Restock kitchens, make coffee, greet visitors

Skills, Abilities, and Achievements

- Well-versed in Microsoft Word, PowerPoint, and Excel, Prezzi, File Maker Pro, InEntertainment, Adobe Photoshop, Adobe Premiere, Final Cut Pro, Keynote, and The Gimp
- 2012 Summer UTLA Program Student
- 2011 SXSW Platinum Opportunity Winner
- Producer, writer, editor, and co-host of The Pretty Witty Podcast
- TIME's Person of the Year 2006
- Voice Coaches Training Completed in Class of 2023

References

Available upon request

