

# SUZANNA KESSLER

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## ENTERTAINMENT INDUSTRY EXPERIENCE

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### Apartment 3 Productions

Cuba, MO

*Independent Short Film Production Assistant*

*May 15-19 2024*

- Assisted with on-set operations, including lighting setup, set dressing, and general production support.
- Handled craft services by sourcing groceries and organizing meals for cast and crew.
- Ran errands to procure last-minute props, materials, and supplies to keep production on schedule.
- Supported breakdown and wrap procedures, ensuring efficient clean-up and equipment handling.
- Adapted quickly to changing needs and provided flexible, reliable help across departments.

### Two Shot West

Austin, TX

*Commercial Shoot Production Assistant*

*April 7, 2023*

- Supported crew during a one-day commercial production by assisting with camera operation, equipment setup, and breakdown.
- Stepped in as a background extra when needed, demonstrating flexibility and professionalism on set.
- Helped maintain a smooth workflow by jumping into various tasks across departments.

### Inspired Entertainment

Remote, CA

*Script Reader*

*October 2022-October 2023*

- Delivered script coverage with loglines, synopses, and notes on structure and character.

### Cinema St. Louis

St. Louis, MO

*Intern*

*September 2022-May 2023*

- Created newsletters, managed FilmFreeway submissions, and helped organize the film festival.

### Baboon Animation

Remote, NY

*Writing Intern*

*September-December 2022*

- Utilized FinalDraft to properly format scripts and add script notes.
- Drafted emails for company founder to network with animators.
- Wrote synopses for TV shows created by company.

### Pioneer Counseling

St. Charles, MO

*Communications Intern*

*May-July 2021*

- Managed company's social media pages on Instagram, Facebook, and Pinterest.
- Rebranded company's name, logo, and website using Canva and Duda.
- Developed company's web presence by designing sticker merchandise using Sketchbook.

### Truman State University

Kirksville, MO

*Videographer*

*January-May 2019*

- Created promotional videos using a Canon T6 for university theater department's upcoming productions.

## ADDITIONAL EXPERIENCE

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Starbucks (Shift Supervisor), Canon Business Process Services (Receptionist), and WGSD Adventure Club (Site Lead) — Managed teams, trained staff, and ensured excellent customer experience in fast-paced environments.

## EDUCATION

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### Lindenwood University

St. Charles, MO

*BA Advertising and Strategic Communications*

*Magna cum laude*

- Relevant coursework: Film, TV & Video Production, Intro to Directing, Film & TV Business, etc.
- Additional Coursework completed at: Webster University and Azusa Pacific University