

# Stephanie Tucker

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## Industry Experience

### **Production Assistant**

May 2009 – February 2010

**House of Blues (Live Nation)**, Myrtle Beach, SC

- assisted production manager with daily duties
- worked closely with road crew, assembling and disassembling set pieces and instruments
- maintained communication between artists, road crew, and House of Blues staff, ensuring smooth operation and on-time performances

### **Writers Assistant/Production Assistant**

Spring 2007

**ABC-TV Upfronts (Walt Disney)**, New York, NY

- performed duties such as faxing, e-mailing, typing, shredding, relaying messages and coordinating schedules between writing and production departments while maintaining strict confidentiality
- kept scripts up to date and distributed all script edits, controlled and disposed of all confidential copy
- handled administrative and organizational tasks to help the production run smoothly and on time

### **Personal Assistant to Joel Siegel**

October 2006 - June 2007

**Good Morning America, ABC-TV**, New York, NY

- acted as personal assistant to premiere film critic Joel Siegel, until his death in June, 2007.
- performed duties such as mailing, making important phone calls, maintaining schedules, organizing home and office, and assisting with day-to-day tasks as well as booking travel arrangements.

### **Production Assistant**

September 2002 – June 2003

**MTV-Hits, MTV/Viacom**, New York, NY

- scouting and casting for talent for both *TRL* and *MTV Hits*
- provided practical support to the director and production team
- performed a wide range of tasks at all stages before, during, and after filming

## Other Professional Experience

### **Curator**

January 2009 – Present

**WonderHowTo**, Los Angeles, CA

- responsible for curating and editing only the highest quality how-to videos from all over the Internet
- provide descriptions, content, notes and recommendations for upwards of 300 videos per day
- communicate with other curators, as well as other departments and the company CEO on a daily basis

### **Assistant Restaurant Manager**

September 2007 – January 2009

**Gordon Ramsay Holdings**, London, UK

- managed both Gordon Ramsay's first hotel, *York and Albany*, and his second gastropub, *The Devonshire*
- trained new staff, maintained stock take and inventory, and opened and closed locations
- maintained very strict company standards

### **Intern**

January 2005 – June 2005

**David Sacks, professional photographer**, Brooklyn, NY

- assisted in set up and dismantling equipment and lighting
- filed paperwork, photos, negatives, proof sheets, and other important documents
- assisted in model castings for both artistic shoots and commercial photo campaigns

### **Personal/Executive Assistant to Jennifer Appel, CEO**

September 2001 – July 2005

**Buttercup Bake Shop, LLC**, New York, NY

- arranged and prepared all press releases and advertising materials, cookbooks, instruction manuals and website
- made and received important phone calls regarding franchising as well as daily shop operation
- filed paperwork, mailed important documents and maintained confidentiality

## Education

- *Masters Degree* in Mass Communications  
**London Metropolitan University**, 2008
- *Bachelor of Arts Degree* in Communication Arts  
**Marymount Manhattan College**, 2005