

# Felicia Brokaw

Production Coordinator

**Mobile** 323-363-3633

**Email** [feliciabrokaw@yahoo.com](mailto:feliciabrokaw@yahoo.com)



*Organized    Efficient    Multi-Tasker    Experienced*

## SKILLS

MAC and PC: MS Office,  
iWork, WordPerfect  
Filemaker Pro  
Quick study of computer  
programs  
Data Entry  
Typing: 65 wpm  
Switchboard  
Research  
GPS Navigation

### *Photography:*

Nikon DSLR hardware  
Aperture 2.0 editing software  
Beginner Adobe CS and Elements

### *Languages:*

Spanish, *Intermediate*

## EDUCATION

Certificate of Higher  
Education, Biological Science  
(2008) --University of Reading,  
Reading, UK

Associate of Arts with Honors,  
Science (2007) --  
Santa Monica College, Santa  
Monica, CA

## QUALIFICATIONS SUMMARY

**Film and Television Production:** Basic knowledge of film and video process from development to completion. Highly effective at establishing and maintaining an organized set, securing lockdowns, and running talent. Familiar with radio etiquette and protocol, effective communicator. Strong working knowledge of computer and office equipment to aid with office administration and script and schedule distribution.

**Administration:** Strong admin background providing efficient support with attention to detail for different departments and members of staff. Strong team player with capacity to train and support. Effortless multi-tasking and organization skills.

**Strengths:** Creative, enthusiastic, passionate about film production. Focused. Strong attention to detail, superbly organized and efficient. Easily and effectively able to prioritize, meet deadlines and exceed expectations. Articulate with the English language, demonstrating excellent written and verbal communication.

## SELECTED PROJECTS

### Director's Assistant

- "1<sup>st</sup> Annual Latin Grammy Awards"      Cossette Productions
- "42<sup>nd</sup> Annual Grammy Awards"      Cossette Productions
- "43<sup>rd</sup> Annual Grammy Awards"      Cossette Productions

### Executive Producer's Assistant

- "27<sup>th</sup> Annual People's Choice Awards"      CBS

### Production Coordinator

- "Spanish Lake"      Director, Phillip Andrew Morton

### Production Assistant (Set and Office)

- "Morongo Casino and Resort"      MJA Productions
- "Toyota Camry 2011"      Prologue
- "Park City"      Director, Hannah Rosner
- "Getting Back to Zero"      Waterline Pictures
- "The Yards"      Miramax/Industry Entertainment
- "For Love of the Game"      Tig Productions/Beacon Pictures
- "53<sup>rd</sup> Annual Tony Awards"      PBS/Walter C. Miller Productions
- "Rosie O'Donnel's Christmas Special"      Kid-Ro Productions/Warner Bros.
- "Comedy Central Presents the New York Friars' Club Roast of Jerry Stiller"      RickMill Productions
- "Comedy Central's Premium Blend"      RickMill Productions
- "Law and Order: Special Victim's Unit"      Wolf Films/NBC Universal Television

### Executive Assistant

- Revolution Studios, Santa Monica, CA (2001-2003)