

Leigh Ann Haney

103 Skillman Avenue, Apt #2, Brooklyn, NY 11211 • (540) 525-6439 • haneyla@gmail.com

FEATURES, TELEVISION AND PRODUCTION WORK

- Production Secretary/ Assistant Coordinator:** Feature Film - *Syrup* 2011
Supported the needs of the producers, production supervisor, and crew in preproduction and production including booking travel and living arrangements for well-known talent, working with agents and vendors, locating and ordering equipment, transportation, and talent requests, dealing with unions including SAG paperwork for actors, tracking credit card transactions, check requests, and invoices, distributing and monitoring petty cash, creating and organizing purchase orders, revising and finalizing production reports, sending out call sheets, insurance certificates, and did anything necessary to keep the film operating smoothly.
- Office Production Coordinator:** Notional – Reality Show - *Deathwish Movers* 2010-2011
Supported the needs of the line producer, production manager, and post supervisor on a daily basis including creating purchase orders, contact sheets, call sheets, organizing production binders, deliverables, arranging travel for crew and talent, administering credit card accounts and petty cash, maintaining releases, tracking invoices, ordering equipment, shipping packages, and facilitating in any way necessary at the office and on set.
- Assistant / Intern:** Scott Rudin Productions 2010
Supported the needs of Scott Rudin and the development team through various projects including filing, researching, writing script coverage, treatments, binding scripts, preparing conference calls and meetings, running errands, preparing expense reports, ordering office supplies and updating calendars.
- Office Assistant:** Feature Film - *Losing It* 2010
Performed tasks including recruiting extras, filing permits, scheduling, copying, faxing, maintaining office upkeep, and scouting locations.
- Script Supervisor:** Feature Film - *Losing It* 2010
Feature film directed by Macdara Vallety and produced by Academy Award winner David Collins.
- Script Supervisor:** Short - *The Trophy Wife* 2010
Short film featuring Jamie-Lynn Sigler and Sting's daughter Mickey Sumner, directed by Voula Duval.
- Producer:** NYFA Online Screenwriting Program 2009-2010
Developed 28 lectures, games, and scenes for director Claude Kerven as well as sought actors and crew for each online segment.
- Assistant Production Manager:** Feature Film - *Urban Myth Comedy Storytelling* 2009
Comedy concert film starring Ben Bailey, Dean Edwards, D.C. Benny, and Jay Oakerson.
- Program Coordinator:** The New York Film Academy 2009
Managed and scheduled 60-plus employees on a weekly basis for the summer tween/high School program.
- Production Assistant:** Feature Film - *What's Wrong With Virginia?* 2009
Feature film starring Jennifer Connelly and directed by Academy award-winning writer Dustin Lance Black.
- Personal Assistant/Transcriber:** Thomas O'Connor 2007
Documentary film directed by Emmy award-winning director, Thomas O'Connor, *Graham Greene: The Edge of Reason*.

SPECIAL SKILLS

- Hands on experience with film and digital cameras ranging from DVX100, HD, 16mm and 35mm and capable of repairing camera gear.
- Knowledgeable in grip and electric including the usage of any on set light unit and efficiently can mount and rig gear.
- Proficient in sound including recorders, mixers, boom operation, lavalieres, and smart slate.
- Versed in Final Cut Pro, Avid, After Effects, Compressor, FileMaker Pro, Movie Magic Budgeting, Microsoft Office, PCs and Macs.

HONORS

- \$2,000 Screenwriting Scholarship Winner, James Madison University, Harrisonburg, VA.
- \$10,000 Brett Ratner Scholarship Recipient for Post One-Year Filmmaking Program in NYC.

EDUCATION

James Madison University, Harrisonburg, Virginia — B.S. Cinema Studies, minor in Film Studies 2006 - 3.9 GPA.
Post Bachelor's One-Year Filmmaking Program, New York, NY, 2008