

Patricia Sullivan
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Related Experience

- Production Assistant/Producer Assistant ABC Television** *Boston's Finest (Pilot)* March 10 – April 10
Work in the Production office doing general office duties including distribution of Scripts, Memo's and other documents. Worked closely with the UPM to get quotes for equipment and props.
- Production Assistant 20th Century Fox** *Knight and Day* July 09- Nov 09
General office duties including but not limited to answering phones, receiving and shipping, working with production to coordinate equipment moving from the office to set.
- Researcher CBS Paramount** *Dr. Phil Show* Jan 09- May 09
Booked and interviewed guests for the show. Assisted with coordination and production of shoots. Extensively researched show topics. Worked closely with multiple departments to facilitate all phases of production.
- Casting Associate Griffin Entertainment/Lifetime** *Lisa Williams* July 08- Oct 08
Booked and interviewed guest for the show and with the Casting Director to decided who would be booked. Booked the 16 individuals in 4 weeks with a crew of only 3 in casting. Booked all necessary travel arrangements and worked with talent on show days.
- Associate Producer September Films/WE** *Bridezillas* Jan 08- April 08
Coordinated between talent and field producers for locations shoots out of the Los Angeles office. Cleared locations to be shot in through out the country for all segments. Maintained and distributed Call Sheets, Production Reports and Schedules. Worked closely with the Supervising producer on story and segment directions and ideas. Cast secondary players such as fitness trainers, Etiquette coaches and others.
- Key Office Assistant CBS** *NCIS* Jul 07 – Nov 07
Work in the Production office doing general office duties including Filing, Copying and distribution of Scripts, Memo's and other documents. Worked on set helping the 2nd AD's to keep track on cast worked with the crew on odd and end projects.
- Location Manager Bunim-Murray** *Bad Girls Club 2; Road Rules 14; Bad Girls Club* Jun 06 – Jul 07
Worked with in the Releasing department with both releasing locations and keeping track of locations that had been released. Set up events for cast to go to for story lines such as Fashion Shows and Club Openings

Additional Experience

- Business Development Representative** *Lexus of Watertown* July 10 – Oct 11
Work with clients in both sales and customer relations dealing with incoming phone calls and Internet leads. Outreaching to past clientele regarding new vehicles. Kept the web site up to date with specials and staff changes.
- Bilt-Rite Construction** *Receptionist* June 02 - June 05
General office duties including but not limited to answering phones, filing, compliances and payroll.

Education

Emerson College Bachelors of Media Arts (concentrating in TV/Video) December 2005
Massacoit College Certificate in Interior Design December 2011

Additional Information

I am proficient in many computer programs including but not limited to Final Cut Pro, Adobe Photoshop, PC and Mac operating systems, working knowledge of Avid, Dreamweaver, & After effects.