

TRACEY PINE
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NON-UNION PRODUCTION COORDINATOR

44 Blue Productions (Dick Wolf)	“First Responders Live”
Lando Entertainment LLC	“The Brady Project”
Bunim Murray	“Surviving R. Kelly Documentary”
Callahan	Callahan – Film
Trick Shot LLC	“The Hip Hop Dating Game Show”
T Group Prod.	“Disney Fairy Tale Weddings”
Medium Prod.	“Total Models” -S1
Jarrett Creative	“Homicide for the Holidays” - S2
Whale Rock Industires	“Getting Younger” Facebook Live
Funny Studios Prod. LLC	A&E Pilot w.50 Cent
NEP Broadcast / IMG Prod.	NYC Marathon 2014-18
Dentsu Productions	Canon USA
360i Ad Agency	“Fisher Price” Commercial
51 Minds Entertainment	“Sisterhood of Hip Hop” (Oxygen)

NON-UNION PRODUCTION MANAGER

Spoke Studios	Secret Restoration— Television
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- Approving Time Cards, start paperwork
- Creating excel spreadsheets, keeping track of crew per diem
- Creating all callsheets & production reports
- Working closely with Field Producers and showrunner
- Reconciling petty cash and P-card
- Ensuring thatt all vehicles were serviced and cleaned
- Working with Covid to ensure all crew and cast testing

Morning Bee Inc.	The Salon Show— Television
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- Approving Time Cards, start paperwork
- Creating excel spreadsheets, keeping track of crew per diem
- Creating all callsheets & production reports
- Working closely with Field Producers and showrunner
- Reconciling petty cash and P-card
- Ensuring thatt all vehicles were serviced and cleaned
- Working with Covid to ensure all crew and cast testing

High Noon Entertainment

Good Bones S7 — Television

- Approving Time Cards, start paperwork
- Creating excel spreadsheets, keeping track of crew per diem
- Creating all callsheets & production reports
- Working closely with Field Producers and showrunner
- Reconciling petty cash and P-card
- Ensuring that all vehicles were serviced and cleaned
- Working with Covid to ensure all crew and cast testing

The Content Group

The Program — Television

- Approving Time Cards, start paperwork
- Creating excel spreadsheets, keeping track of crew per diem
- Creating all callsheets & production reports
- Working closely with Field Producers and showrunner
- Reconciling petty cash and P-card
- Ensuring that all vehicles were serviced and cleaned
- Setting up Covid testing for crew & talent

Original Productions

Deadliest Catch S17 — Television

- Approving Time Cards, start paperwork
- Creating excel spreadsheets, keeping track of crew per diem
- Creating call sheets, getting approved and making all changes
- Work with producers to ensure smoothly run set

Bunim-Murray Productions

HOR - Television

- Reconciling P-Card & PC
- Taking crew & talent temps
- Work with producers to ensure a smoothly run set
- Setting up sanitizing stations
- Ensuring that all crew is 6ft apart & cleaning their equipment
- Walkie station is sanitized & hot bricks are in a plastic bag

Alkemy-X LLC Creaky Joints

Creaky Joints — Digital Content

- Approving timecards & start paperwork
- Overseeing POC & PA's
- Work with producers to ensure smoothly run set

Triage Ent.

“Food Network Stars”

- Reconciling P-Card & PC
- Taking crew & talent temps
- Work with producers to ensure a smoothly run set
- Setting up sanitizing stations
- Ensuring that all crew is 6ft apart & cleaning their equipment
- Walkie station is sanitized & hot bricks are in a plastic bag

Crescent Beach Prod.

“Nikon” Shoot

- Approving PO's, and Invoices
- Tracking Budget
- Overseeing POC

Stephen David Ent.

Several Shows

- Approving Time Cards, start paperwork
- Overseeing POC
- Work with producers to ensure smoothly run set

NON-UNION UNIT PRODUCTION MANAGER

Larkin Lane Films, LLC

Queens, NY aka Go For Grandma

- Approving start paperwork, crew timecards, SAG paperwork
- Overseeing POC & APOC
- Work with producers & AD's to ensure smoothly ran set
- Overseeing the budget and keeping track of expenses
- Negotiating gear rental prices & Crew rates
- Approving PO's, call sheets
- Approving travel arrangements & lodging
- Working closely with all unions to ensure the safety of crew
- Ensuring that all crew and cast needs were meet

Once Again Productions, LLC

Once Again (for the first time)

- Approving start paperwork, crew invoices, BG and talent invoices
- Overseeing POC & APOC
- Work with producers to ensure smoothly run set
- Overseeing the budget and keeping track of expenses
- Negotiating gear rental prices
- Approving PO's, call sheets
- Approving travel arrangements
- Working closely with all departments
- Ensuring that all crew and cast needs were meet

Lost Nation, LLC

Lost Nation

- Approving SAG Time Cards, start paperwork, crew invoices
- Overseeing POC & APOC
- Work with producers to ensure smoothly run set
- Overseeing the budget and keeping track of expenses
- Negotiating gear rental prices
- Approving PO's, call sheets
- Approving travel arrangements & ground travel in Mass. & Vermont
- Ensuring that all crew and cast needs were meet

Good Soup Media, LLC.

Adieu Lacan

- Approving SAG Time Cards, start paperwork, crew invoices
- Overseeing POC & APOC
- Work with producers to ensure smoothly run set
- Overseeing the budget and keeping track of expenses
- Negotiating gear rental prices
- Approving PO's, call sheets
- Ensuring that all crew and cast needs were meet

N & J Prod., LLC

The Drummer -- Film

- Approving SAG Time Cards, start paperwork, crew invoices
- Overseeing POC & APOC
- Work with producers to ensure smoothly run set
- Overseeing the budget and keeping track of expenses
- Negotiating gear rental prices
- Approving PO's, call sheets
- Ensuring that all crew and cast needs were meet

NYPS – Courageous Content

ATLT

Independent Film

- Approving SAG Time Cards, start paperwork, crew invoices
- Overseeing POC & APOC
- Work with producers to ensure smoothly run set
- Overseeing the budget and keeping track of expenses
- Negotiating gear rental prices
- Approving PO's, call sheets
- Ensuring that all crew and cast needs were met

COVID-19 COMPLIANCE SUPERVISOR

Stay Awake Productions

Stay Awake (SAG/AFTRA)

- Suppling PPE i.e. gloves masks, hand sanitizers
- Making sure all crew is abiding by CDC standards & protocols
- Making sure all surfaces are cleaned & snitized
- Temp Check al crew through out the day.
- Coordinate on set testing for crew & cast

Realhouse Productions LLC.

Brittany Murphy Doc

- Temp checks of all crew & talent
- Suppling PPE i.e. gloves masks, hand sanitizers
- Making sure all crew is abiding by CDC standards & protocols
- Making sure all surfaces are cleaned & snitized

Protect Your Sets

Multiple Shows

- Temp checks of all crew & talent
- Suppling PPE i.e. gloves masks, hand sanitizers
- Making sure all crew is abiding by CDC standards & protocols
- Making sure all surfaces are cleaned & snitized

Lovely Giant

Tinder Photo Shoot

- Temp checks of all crew & talent
- Suppling Masks, gloves, hand sanitizer face shield, ect.
- Cleaning & Sanitizing all common areas, stage
- Making sure crew & Talent are complying with all state protocols
- Marking distance between crew & talent

World of Wonder

Disney Plus

Homeschool Musical

- Temp checks of all crew & talent
- Suppling Masks, gloves, hand sanitizer face shield, ect.
- Cleaning & Sanitizing all common areas, stage
- Making sure crew & Talent are complying with all state protocols
- Marking distance between crew & talent

Big Fish Entertainment

SnapChat

Drive S2

- Temp checks of all crew & talent
- Suppling Masks, gloves, hand sanitizer face shield, ect.
- Cleaning & Sanitizing all common areas, stage
- Making sure crew & Talent are complying with all state protocols
- Coordinating Covid testing for crew & talent
- Marking distance between crew & talent

COVID-19 CERTIFICATION: OSHA, WHO, COURSEA, 360 TRAINING, SAFE SETS, HEALTH EDUCATION SERVICES, COVID CERTIFACTION SERVICES, COMPLIANCE OFFICER EXAM, HIPPA CERTIFIED, RED CROSS AED/CPR CERTIFIED.

MEMBER OF THE DIRECTOR'S GUILD OF AMERIICA (DGA UPM)