

JACKIE MANTEL
Sherman Oaks, CA
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Education:

California State University, Northridge (CSUN) 2004-2009
Bachelor of Arts in Cinema and Television Arts- Film Production

Work Experience:

Set Production Assistant on New Line Cinema/Warner Brother's "The Incredible Burt Wonderstone", 1/12-3/12
Providing assistance on set with locking up locations, distributing paperwork to all departments (Call Sheets, PRs, Start Work, etc.), collecting and maintaining daily out times for the Production Reports, in charge of all walkies used on set.

Office Production Assistant on "iCarly" and "Victorious", Los Angeles CA 2/11-12/11
Assisting the Production Coordinator at the Nickelodeon On Sunset Studio on both shows with distributing and filing call sheets, production reports, and production schedules, as well as going on runs, arranging start paperwork for crew members, answering phone lines, mailings, and helping prep for shoot days.

Production Assistant on "The Departed/Solomon Kane Video Shoot" (Music Video) 1/10
Helped on set with playback, crafty, assisted grips and electric with moving around equipment, and moving around props, handed out and organized time cards.

Intern for New Line Cinema/Warner Brothers, Los Angeles CA 10/09-12/09
Intern for Kate Beyda's office (SVP of Physical Production). Responsible for organizing call sheets, daily production reports, deal memos, and travel itineraries for current features in production, script reading and managing phone lines.

Producer's Assistant for The Hal Lieberman Company, West Hollywood CA 1/09-5/09
Assistant to Producers, Hal Lieberman and Brian Paschal. Managed heavy phone lines, scheduled production and pitch meetings amongst Directors, Producers, and Studios, handled and created expense reports, script coverage, and setting up travel arrangements.

Producer/Line Producer on "Sheeps And Wolves" (short 35mm) 1/09-5/10
Helped edit the script, created/maintained the budget, fundraising, booked locations and equipment with vendors, supervised casting calls, arranged paperwork for insurance, permits, and SAG, and created production and shooting schedules.

2nd AD on "A Work of Art" (DVX short film contest) 9/08
Made and sent out call sheets, dealt with actors and background on and off set. Helped 1st AD with any other duties necessary.

Production Assistant for HBO Creative Services, Inc. 6/08
Set Production Assistant on a "Real Time" Promo for Bill Maher. Assisted the Production Office with Call Sheets, schedules, and payroll, as well as the Art Department with dressing the set.

Intern/Production Assistant for SGP Media, Sherman Oaks CA 1/07-1/08
Intern/PA for Director Scott Goldstein and Producer Jordan Ehrlich. Worked on the feature documentary, *The Hank Greenspun Story*. Went on runs, script conformed, and was a Production Assistant on set during shoots.