

# Briana Nicole Frapart

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- **Administration and Communication:** Fluent in English, moderately fluent in Korean and Spanish
- **Technical Skills:** MAC/PC literate; 70+ wpm typing, proficient with Filemaker Pro, Microsoft Office, Excel, EP Scheduling/Budgeting software, Adobe Creative Suite, Final Cut Pro, Nuendo

## WORK HISTORY

- *Lori S. Wyman Casting, C.S.A.*

### **Casting Assistant Trainee (April 2012 - August 2012)**

Worked closely with casting director and associates to manage schedule, updated calendar regularly, resolved technical issues; conducted pre-reads and callback sessions for talent, maintained department lists and log sheets; media research, edited correspondence, newsletters, and managed mail; script breakdowns and coverage

- *New World Entertainment Inc., LLC*

### **Personal Assistant (January 2012 - June 2012)**

Managed demanding schedule for talent, arranged meetings, luncheons, and travel; answered office phones, performed business and personal errands, filed paperwork and confidential documents, handled specific project assignments, maintained correspondence via e-mail, phone calls, fax, etc.

- *Florida State University, The College of Motion Picture Arts*

### **Secretary to Production Supervisor (August 2008 - May 2009)**

Ordered and organized production equipment and supplies, script coverage, processed expense reports, communicated messages to and from production staff, resolved procedural issues with technology, met deadlines of assignments

- *United Bathroom Systems, Inc.*

### **Executive Secretary (April 2007 - August 2008)**

Managed correspondence of e-mail, fax, and multi-line phone system, drafted expense reports, performed business errands, maintained inventory data sheets, created invoices, organized files on a daily basis

## EDUCATION

- FLORIDA STATE UNIVERSITY, THE COLLEGE OF MOTION PICTURE ARTS

*Bachelor of Fine Arts in Film Production, Magna Cum Laude, Honors in the Major*

Professional experience on over 60 films and music videos; produced, directed, and cast short films; budgeted films and edited projects; managed equipment, locations, craft service, lodging, and transportation; wrote scenes, treatments, and completed a feature length script.

## TV & FILM PRODUCTION EXPERIENCE

See [Personal Webpage](#) & [IMDb](#) page for credits

## AWARDS AND ACCOMPLISHMENTS

The Florida State University College of Motion Picture Arts B.F.A. c/o 2011 *Pathfinder Award*

Film School Casting Committee Board Member

B.F.A. Class of 2011 Class Representative

Award of Excellence for Use of Sound for “사진속의 그녀” at Best Shorts Competition

Remi Award at 45th Worldfest-Houston International Film Festival for “Blind Hell”

Best Student Documentary Short at Independents’ Film Festival

## REFERENCES

- *Lori S. Wyman, C.S.A.*

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(305)354-3901

- *Dr. Valliere Richard-Auzenne*

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