

Michelle Fine

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Profile

Dynamic, enthusiastic, and loyal
Computer-literate, multi-tasker with strong attention to detail
Excellent organizational, communication and people skills
Quick study, eager to learn

Career Goal

A challenging position that allows me to contribute my skills and training to the benefit of my employer, the customer and my future opportunities.

2012- Present

- **Costume Designer**- Crash the Super Bowl Doritos spec commercial
- **Wardrobe Assistant** – Print Photo Shoot -
- **Costume Designer** – “Aqua Surf” Photo shoot
- **Costume Designer** – “**Mantervention**” – Feature
- **Costumer**- “Vicki” for AFI Short
- **Wardrobe Assistant** - Feature
- **Wardrobe Assistant**- for Marie Osmond for the Hallmark Chanel
- **Freelance Stylist, Fashion Consultant / Wardrobe**

DAG (Directors Guild Of America) member in good standing.

2011- Assistant Unit Production Manager of feature film **Stuck**, Director Stuart Acher

- Assistant to the Director and UPM, to ensure the proper creation of production plan and Directors vision, maximize efficiency and Implement the safety and welfare financially and Physically
- Assist and organizes the following for the approval of UPM;
- Supervision of budget preparation, expenditures and cost reports
- Hiring of crew
- Signing of crew deal memos, call sheets, and production reports
- Approval of payroll, purchase orders, vendor set up, and location agreement

2011- Production Coordinator of Web Series **Fallout Nuka Break**, Director Vince Talenti

- Maintains organizational skills, resourcefulness and the ability to handle a multitude of tasks simultaneously under often high-pressure situations
- responsible for ensuring crew follows the requirements of the Production Company.
- Assisted UPM and Producer in all duties

2011 - Production coordinator/Assistant Unit Production Manager of feature *film Ex-Free*, Director Troy Bailey

- Maintains organizational skills, resourcefulness and the ability to handle a multitude of tasks simultaneously under often high-pressure situations
- responsible for ensuring crew follows the requirements of the Production Company.
- Assisted UPM and Director

AUPM

- Assists UPM with UPM duties to

2010 – Casting director/A.Producer /Producer World Net Media.

Casting Director

- Work under tight schedules and conditions that vary depending on the director and producer
- routinely review performers' promotional materials such as photos, resumes of production credits and industry training, demo reels and voice over demo CDs
- review scripts, prepare a succinct breakdown of the nature of each role that needs to be cast, describe characteristics and special requirements for each role, and distribute the information to appropriate talent agencies and self-represented performers
- pre-screen candidates to select the most suitable performers for the director and the producer to see
- facilitate the scheduling of call backs or secondary auditions for those performers the director and producer wish to work with further on a particular role
- research organizations, associations or individuals to cast a specific skill or unique talent
- negotiate contracts and scheduling between performers or their agents and the production company.

Production asst.

- Calling out of rolls and cuts in a set during film shooting.
- Facilitation of all communications between the various departments working together for a project.
- Work flexible hours as work duties typically can ran from twelve hours to sixteen hours a day and are expected to be the first in last out on a set.
- Gathering of backgrounds and talents as well as the distribution of paper works, petty cash and other equipments needed on the

- Able to perform any and all jobs assigned by producer and or director

Producer

- DGA and SAG
- Produce concerts and festivals including Ultra Music Festival, NOFX, and 3D concert series
- Produce live streaming events in heavy pressure scenarios clearly, precisely, and accurately
- Maintain discreet profile when managing high profile talent while still delivering the story pitch
- develop, and produce new pilots for network pitches that speak to different audiences
- Manage production budgets up to 300k,
- book talent, and book venues