

Kimberly L. Morris

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FEATURES:

“Divergent” – Office Production Assistant – **Summit Entertainment/Red Wagon Entertainment**

“Sabotage” - Production Secretary - **QED Holdings/Open Road Films**

“Battle of the Year” - Production Secretary - **Sony Pictures/Screen Gems**

“The Muppets” - Key Office Production Assistant - **DMP Productions/Buena Vista Pictures**

“Tron Legacy” - Office Production Assistant - **Grid Productions/Buena Vista Pictures**

TELEVISION:

“Westworld” Pilot– Production Secretary – **WBTV**

WEBISODE:

“Chop Shop” – Production Secretary – **Bandito Brothers**

COMMERCIALS:

PRODUCTION ASSISTANT

AT&T	“AT&T”	Hungryman
BEHR Paint	“BEHR”	Stardust/Doubledutch
Crest	“Crest”	Supply and Demand
Jackson Hewitt Tax Service	“Jackson Hewitt”	Gartner
McDonald’s	“Lockout” & “Heavy Mental”	Bob Industries
Taco Bell	“Ringers” & “Overrated”	Bob Industries
Under Armour	“Footsteps”	Pony Show Entertainment

MUSIC VIDEOS:

PRODUCTION ASSISTANT

Coldplay	“Strawberry Swing”	Label: EMI Records, Ltd.
Enrique Iglesias	“I Like it”	Label: Polydor Records
Hot Chelle Rae	“I Like to Dance”	Label: Jive Label Group
Jack’s Mannequin	“Swim”	Label: Warner Brothers Records, Inc.

Professional Experience:

Filmstew, Inc. 2005-2007

Data Entry Analyst for Digital Booking System

- Input the film and publicity information (i.e. running time, genre, production notes, Trailers, etc.) accurately into the DBS database before movie release dates for movie theatre booking purposes.

Hollywood’s Master Storytellers 2005-2007

Project and Communications Coordinator

- Participated in the marketing of their local and national events.
- Provided basic clerical and administrative duties.
- Coordinated set up of the VIP green room and red carpet premieres.
- Ensured the preparation, arrivals, and placement of media.
- Coordinated intern’s responsibilities and guardian of proper protocol with the guests.

Education and Training:

University of Virginia
B.A. Government

Skills:

PC, Mac, PowerPoint, Excel, Word, PSL3, Outlook, Internet Research, Xeroxing, Faxing, Filing, 55 WPM