

# LAUREN MCPHEE

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Burbank, CA 91506

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Cell: (469) 682-6840

## PRODUCTION EXPERIENCE

**OFFICE PA** *The Giant Mechanical Man* 2010

**Mechanical, LLC; Southfield, MI**

- Accomplished accounting clerk duties such as creating spreadsheets, keeping track of extras' work hours and filing paperwork, runner, office duties such as faxing, photocopying and answering phones.

**KEY COSTUMER** *Last Girl* 2010

**Renegade Video; Detroit, MI**

- Assisted in acquiring and preparing wardrobe for production, dealt with on set wardrobe issues and maintenance and tracked wardrobe changes.

**WARDROBE INTERN** *The Domino Effect* 2009

**Detroit Film Production Services, Inc.; Detroit, MI**

- Assisted costume designer by acquiring and helping to prepare wardrobe for production.

**SET PA** *The Art of Kissing* 2007

**New School Films; Norman, OK**

- Key role in craft services, runner, set lock down, helped with grip and electric equipment set up.

## ADDITIONAL EXPERIENCE

**PET CARE ASSOCIATE** **Petsmart** 2012-2014

**Benton Harbor, MI**

- Cared for pets in store and assisted pet parents

**OFFICE INTERN** **Film & Music Entertainment** 2008

**London, UK**

- Wrote script reports, courier, arranged producer travel, prepared office petty cash spreadsheet, answered phones, scanned and filed documents and sorted mail.

## EDUCATION

**University of Oklahoma, Norman, Oklahoma**

Bachelor of Arts in Film and Video Studies, May 2009

Summa Cum Laude, GPA 3.84/4.0

## HONORS & ACTIVITIES

President's Honor Roll, Dean's List, OU Honors Program

## SKILLS

Windows OS and Mac OS

- Word, Outlook, Excel, PowerPoint, Final Cut Express, iMovie

*REFERENCES AVAILABLE UPON REQUEST*