

Ashlee Hitchcock
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Experience

Strand Films

January 2015 **Set PA day player**

- Parking control, lock-ups, background talent and paperwork management, personal errands

Lucy Macedo Producer/ Production Coordinator – (818) 268-7673

PA Bootcamp

October 2014

Completed Course

- Office and Set etiquette and crew responsibilities
- Identify, read and understand production paperwork
- Proper communication and production terminology
- Hands-on training with paperwork, base camp set up and walkies
- Differences between film, television, commercial, videos, low budget and high budget

Co-Founder of Wolfgang Puck Brand Offices, Beverly Hills, California
present

2014-

Personal Assistant

- Work well in a fast-paced team practicing discretion and privacy for my employer.
- Act as a gatekeeper for interaction with other high net worth individuals, celebrities and personnel who contact the office.
- Responsible for scheduling the hectic calendar of a celebrated entrepreneur and philanthropist.
- Assist in organizing and producing events, dealing with public relations and event details.
- Help archive the substantial stock of photos and media from various events: the award shows such as the Academy Awards, major fundraising and other events.

54th Street Grill and Bar, Edwardsville, Illinois
2011-2013

Server

- Adapt readily to continually changing clients.
- Utilize interpersonal skills in cooperation with staff and clients.
- Interact with 8-20 clients at the same time.
- Liaison between clients and company quality standards.

Illinois Head Start Association, East St. Louis, Illinois

2012

Field Study Internship

- Responsible for teaching violence prevention curriculum to two after school classes.
- Teaching reference materials include *Talking About Touching, Unit II: Emotional Management* and *Unit III: Problem Solving*.
- Create learning games and assist with art therapy projects

Department of Psychology (SIUE), Edwardsville, Illinois
2011-2012

Independent Research Assistant

- Conduct weekly psychological studies of case subjects under the supervision of Dr. Joel Nadler.
- Research and summarize literary reviews.
- In charge of inputting and recording data.

PhD Gallery, St. Louis, Missouri
2010-2011

Art Gallery and Project Assistant

- Help produce commissioned projects, media kits, and show openings.
- Assist the artist in production and administrative aspects of delivering projects commissioned for television shows and awards.
- Assist with public relations and event management of fine art shows.

Philip Hitchcock Designs, Sculptor, Los Angeles, California
2002

Face Model for “Shiva The Destroyer” sculpture

- Lifecast taken of face

Skills

Proficiency in:

- Adobe Photoshop and Premier
- Microsoft Office

Trained in:

- Sketching & drawing
 - Photography
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Other Education**Bachelor of Arts in Psychology**

2012

Minor: Studio art
Southern Illinois University Edwardsville

Associate of Arts in Liberal Arts

2003

Santa Monica City College

Publications

Nadler, J. T., & Hitchcock, A. M. (2013). Organizational Development. In K. Keith (Ed.), *The Encyclopedia of Cross-Cultural Psychology*. Hoboken, NJ: Wiley-Blackwell Publishers.

Smith, K. *, Reed, H. *, Hitchcock, A. *, & Nadler, J. T. (2012, May). *Don't Ask, Don't Tell II: Stereotype Activation and Language*. Paper presented at the Midwestern Psychology Association (MPA) annual conference. Chicago, IL.

Selected to present undergraduate exit study, *Effects of Information Source, Media Exposure, and Geography on Advertised Product Ratings*, at the Midwestern Psychological Association Conference, 2013.

(Reference Available Upon Request)