

**Swati Bhise & Cayenne Pepper Productions, NY, NY**

**4/15 – 2/16**

**Personal Assistant**

Provide comprehensive administrative support to Mrs. Bhise and her family

- Schedule personal and professional appointments
- Prepare travel itineraries including air, ground, hotel
- Coordinate Calendars using Outlook and iCal as needed
- Assist with social media management and organization
- Assist in office operations including: Fed Ex shipping, order and maintain office and shipping supplies, file and organize

**MagicBullet Media, NY, NY**

**10/10 – 2/15**

**Production Coordinator**

- Provide comprehensive administrative support to Principals
- Prepare complex travel itineraries for Principals and crews including air, ground, hotel
- Coordinate Partner and Production Calendars using Outlook, Google Calendar, and iCal as needed
- Oversee all office operations including: sign checks, manage petty cash, track office expenses (MS Excel and Google Docs), distribute and manage office keys, Fed Ex shipping, order and maintain office and shipping supplies, landlord and utility issues, file and organize for Principals
- Maintain vendor list and relations using MS Excel and Google Docs
- Track and record budgeting and billing and all production spending including petty cash, receipts and vendor invoicing in Excel
- Oversee Production Coordination for both New York and Los Angeles including staffing and managing all crews
- Produce behind the scenes video including interview A-List Talent
- Distribute and manage contracts for all crew
- Create, edit and generate call sheets and necessary supporting documents for shoots using MS Office
- Ensure client needs are met by serving as liaison between client and crew in pre-production, production and post-production on location and in office
- Coordinate media management and organization
- Manage staff, freelancers and interns
- Analyze and forecast productions, make recommendations to Principals
- Manage and oversee editing and distribution of digital copy under tight deadlines

**Pirates of the Caribbean Films 1-4, Jerry Bruckheimer, L. A., Caribbean, Bahamas, HI 9/02-10/10**

**Freelance Personal Assistant to 2<sup>nd</sup> Unit Director, Directed by Gore Verbinski and Rob Marshall**

- Support Stunt Coordinator and Second Unit Director in daily activities necessary such as:
- Provide personal support
- Book stunt performers by telephone and email
- Oversee all stunt department national and international travel
- Distribute stunt contracts and review necessary paperwork (Human Resources)
- Coordinate stunt/sword rehearsals with actors and stunt performers
- Assist the Production Accountant with budgeting issues for the Stunt Department (Movie Magic Budgeting and Scheduling)
- Support to Assistant Director Department including scheduling and providing call times for all stunt performers during production
- Liaison between departments, providing answers/solving problems per Stunt Coordinator
- Create outline of shooting schedule determining what Stunts (number and type of stunt performers) needed and when; update on a bi-weekly basis as changes occurred
- Maintain all Stunt Department files

**Front of House Manager**

- Account for all tickets taken and entered attendance information on Excel spreadsheets
- Serve as liaison between City Stage and Clients renting the space
- Manage volunteer usher staff and assist ushers with audience seating
- Responsible for displaying of all signs, advertisements and displays as related to the Theatre
- Greet public, answer questions and handle issues as they arise

**76th Annual Academy Awards, Press and Winner Escort, L.A., CA**

**2/02 & 2/04**

**74th Annual Academy Awards, Receptionist, Runner/Craft Service**

- Coordinate all Academy Award winners and presenters in the "Deadline & General Photo Rooms" during the show
- Escort press on the Red Carpet and throughout the theatre and backstage, including the press rooms and the Governor's Ball

**In the Act Productions, L.A., CA**

**2/02-2/04**

**Executive Assistant/Office Manager**

- Account for all money into accounts (approx. 1600 actors) for payments of workshops, reconciling all accounts as necessary daily (Accounts Payable & Receivable)
- Collect money owed, reconciled & maintained approximately 1600 actors' accounts
- Organize and facilitate acting workshops including hosting them.
- Confirm Casting Directors/Agents attending workshops by telephone, email and faxing as necessary
- Provide orientation (Human Resources) to new members joining In the Act
- Screen telephone calls and return calls when needed
- Transcribe phone messages for actor/casting director workshop reservations
- Input phone messages into computer
- Schedule & confirm auditions for acting workshops and for membership to ITA Productions
- Create documents, letters & forms as necessary for the facilitation of ITA Productions
- Reprint & restock forms as necessary and reorder office supplies as needed

**Cold Creek Manor/Disney, L.A., CA**

**5/02-7/02**

**Pre Pro Production Assistant, Directed by Mike Figgis**

- Answer phones and screen calls, answer questions, transfer calls, relay messages to Producers, Staff & Crew
- Copies, faxes, retrieve information regarding Industry Staff/Crew through IMDB and contacting necessary high profile guilds/agencies (such as DGA, SAG, WGA, William Morris, ICM)
- Deliver/Retrieve office supplies and personal items for Producer

**Paparazzi, Twentieth Century Fox/Icon Productions (Mel Gibson), L.A., CA**

**3/02-4/02**

**Production Secretary (first production, pre-production), Directed by Paul Abascal**

- Greet all visitors, answer phones, screen and transfer calls
- Script copies, faxes, retrieve information regarding Industry Staff/Crew through IMDB and contacting necessary high profile guilds/agencies (such as DGA, SAG, WGA, William Morris, ICM)
- Create Crew Lists, Vendor Lists, signs, and other necessary information for the office
- Maintain Craft Service room and replenish office supplies, reorder and restock as needed

**EDUCATION:**

Bachelor of Arts in Theatre University of Missouri-Kansas City

**1997**

**SKILLS:**

Mac/PC, Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook); iCal, Quicken, FileMaker Pro, GroupWise, RegWeb

**ACTIVITIES:**

- Founder and CEO of Nonprofit Social Outreach Production Company, 2sDay Productions (Present)
- Co-Facilitator Theatre Arts/At-Risk Youth, Kansas City, MO (Past)
- Exchange Student to Austria 1989-90, taught Kindergarten (Speak some Spanish and German)