

SHEENA DELANCE

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**Program Leader/Greeter, EF; Thousand Oaks 07/07-08/13**

Planned PR situations and signed up at least 20 families to host students. Chaperoned 30 students on daily activities and prepared closeout receipts using Excel and Mac.

**Craft Service, Music Video- Jermaine Paul; Los Angeles 10/12**

Prepared craft service for crew and set up one for Background. Assisted with water in a scene where Background was needed  
**Director Ethan Lader**

**Craft Service, Monster Closet (short ); Los Angeles 08/12**

Arranged breakfast for the crew each morning and prepared sandwiches as mid day snack. Kept the water and ice stocked and sent PA for more as needed. **Director- Ethan Lader/ Producer Roger Ubina**

**Craft Service PA, Killer Granny (short ); Los Angeles 08/11**

Organize snacks for crew; have coffee prepped, area tidy, and lunch ordered. Help producer on set as needed.

**Production Assistant, Amanda Starling FIDM Los Angeles 01/11-06/11**

Prepared textiles for presentation and arranged office products as needed. Prep actors and had set ready for the shoots.

**Clerk, The Game Plan- Disney Studios; Burbank 04/07**

Organized the invoices for the insurance claim, worked independently and proficiently alphabetized crew files. **Production Finance manager, Chris McComb**

**Production Assistant, Boston Legal; Los Angeles 09/07**

Aided the 2nd A.D where needed on set and arranged lunch orders for talent each day. Worked with Background in preparation for set call and readied talent. **1st A.D: Carol L. Vitkay**

**Set P.A, Heist NBC Production; Los Angeles 04/06**

Supported the 2nd A.D on location and formulated daily skins for ended of day reports. **2nd A.D: David Trotti**

**Intern/Production Assistant, The TV Set; Studio City 08/05-09/05**

Performed accounting tasks for film's accountant and greeted clients. Worked with production coordinator on script updates and made deliveries to set or local vendors. **Producer: Jake Kasdan**

**EDUCATION**

UCLA extension, Los Angeles, Ca- 08/07- 03/10

Entertainment Studies program