

# Stephanie Dawson

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## Summary

New York local non-union coordinator with a kit rivaling a portable production office, paperwork templates, and a cadre of PA's at my disposal.

Production Manager ***Up for It*** (Commercial) MULTIFORM MEDIA 2013

Production Manager ***SELITA EBANKS PILOT*** (Reality Show) 51 MINDS INC 2013

Production Office Coordinator ***Kelly & Call*** (Feature Film) SPRING PICTURES 2013

Production Office Coordinator ***Alex Morgan Soccer Training*** (Industrial) HEIST INC 2013

Production Office Coordinator ***Beneath*** (Feature Film) GLASS EYE PIX 2012

Production Office Coordinator ***Israeli Lottery*** (Commercial) BRANDCINEMA 2012

Transportation Office Coordinator ***The Celebrity Apprentice*** (Reality TV) NBC 2012, 2010

1<sup>st</sup> AD ***The Extraordinary Talent*** (Web Series) MARION THEATRICAL PRODUCTIONS 2010

1<sup>st</sup> AD ***Lost and Found*** (Short Film) 2010

1<sup>st</sup> AD ***DMC Products*** (Industrial) FINITE FILMS 2009 & 2010

1<sup>st</sup> AD ***My Roommate Was a Psychopath*** (Short Film) FINITE FILMS 2009

1<sup>st</sup> AD ***Go Getter*** (Industrial) DA MEDIA/MTV2 2009

Producer ***Hypothetically*** (Short Film) ECLECTIONMEDIA 2013

Producer/Director ***Scout & Maggie*** (Web Series) ECLECTIONMEDIA 2013

Line Producer ***A Little Bit of More*** (Short Film) ZEMIRA FILM 2011

Producer/Editor ***Death's Door*** (Web Series) ECLECTIONMEDIA 2011

Assistant to the Producer Staff Position PIERPOLINE FILMS, INC 2010-2012

Assistant to the Director ***Target Fall*** (Commercial) PARK PICTURES 2009

Production Assistant ***Happy Tears*** (Feature Film) PIERPOLINE FILMS, INC 2009

Office Production Assistant ***Mercy*** (Scripted TV) NBC 2009-2010

Utility Night Captain ***The Celebrity Apprentice*** (Reality TV) NBC 2007, 2008

Field Cinematographer ***Swing State*** (Feature Documentary) IN THE ZONE PRODUCTIONS 2006

Box Office PA TRIBECA FILM FESTIVAL (Live Event) 2013

Theater Manager TRIBECA FILM FESTIVAL (Live Event) 2009

Command Center Analyst MERCEDEZ BENZ FASHION WEEK (Live Event) 2008-2009

## Skills/Qualifications

EP/Movie Magic Budgeting & Scheduling | Final Draft, Celtx | MS Office, OpenOffice  
Adobe Premiere, Photoshop, Illustrator, Dreamweaver, Final Cut Pro  
Call Sheets & Templates, Exhibit G's, Extras breakdown, PO's, Various Production Paperwork  
MacBook Pro Laptop, Printer, Digital Camera, GPS, Type 65 WPM

## Other Interests & Volunteer Activities

LimitéMagazine.com: Film reviewer (2009-Present)

NewFest, Tribeca Film Festival, IFP, Gotham Awards: Volunteer (June 2009-2011)

Sundance Film Festival: Racquet Club Theatre Venue Outdoor Liaison (2007)

Memberships & Affiliations: DCTV, IFP, Shooting People, Freelancer's Union