

SW

Shanea Woods

SET PA

PROFESSIONAL PROFILE

Experienced and resourceful Set PA with a proven track record of working seamlessly within teams and collaborating closely with various production departments. Highly adept in document management, consistently completing tasks promptly, and demonstrating proactive initiative on set.

EDUCATION

BA in Art History
Cal-State University, Long Beach

AA in Film Production
El Camino College

CONTACT

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Based in Southern California



PRODUCTION EXPERIENCE

SET PA

PROJECT TYPE	PRODUCTION	HOD	YEAR
Short Film	"Berkley School Board"	Brandon Hughes	2023
Feature Film	"My Childhood"	Penina Adler	2023
TV	"9-1-1: Lone Star" S4	Jacquie Dore	2023
TV	"Late Show with Stephen Colbert" S8	Emily Newman	2023
Feature Film	"A Trip Elsewhere"	J.R. Sawyers	2022
Web-series	"Crazy 4 Crew" S1	Diane Collins	2022
Short Film	"My Holographic Heart"	Kai Brown	2022
Short Film	"Estra Love"	Lou Bernal	2022
Feature Film	"The Lally Documentary"	Elle Diken	2018
Web-series	"The Velvet Rope Show"	Sommer Nguyen	2016
Music Video	"Creepier Creeper"	Jeff Hammer	2016
Short Film	"Caroline's Birthday Party Bash"	Jimmy Jo	2013

CAMERA PA

PROJECT TYPE	PRODUCTION	HOD	YEAR
Short Film	"The Nightmare"	Patrick Ho	2024
Short Film	"A Life Well Lived"	Radomir Jordanovic	2023
Web-series	"College Conversation" S1	Brandon Hughes	2022



OFFICE EXPERIENCE

OFFICE MANAGER

Catholic Charities of Los Angeles, Inc. (San Pedro Region) | September 2015 - Present

- Represented program directors and regional directors at conferences and meetings with donors and collaborators, effectively communicating the company's mission and securing new partnerships and funding opportunities
- Created weekly newsletters to keep staff and donors informed about company news and upcoming events, resulting in improved communication and increased donor engagement
- Oversaw office operations, including requisitioning supplies, organizing program files, and maintaining a clean and organized workspace, improving overall efficiency and productivity.
- Composed and revised correspondences, schedules, and memos for the executive team, ensuring clear and effective communication across the organization.



SKILLS

Team-oriented



Problem-solver



Time Management



Adaptability



Active Listener



General Administrative



Adobe Cloud



Microsoft and Google Programs



Tech Savvy



Document Management

