

Dawn Wiercinski  
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## PRODUCTION COORDINATOR

### ORGANIZED

Impeccable attention to detail  
Efficient  
Thorough description  
Cast, crew and vendor paperwork

### KNOWLEDGEABLE

Quick comprehension  
Working script understanding  
Intelligent reasoning  
SAG/DGA union requirements

### ACCURATE

Decision Making  
Problem solving  
Plan executing  
Multi-tasking

### EXPERIENCE

- 11/09-12/09 "Bus Stop Conspiracy"- Feature Film, BSC the Movie, LLC  
Production Coordinator
- 09/09-10/09 "Extraordinary Pathetic Adventures of Extraman"- Feature Film, Extraman Productions  
First Camera Assistant
- 08/09-09/09 "Savage Love" HBO Pilot Presentation Tape  
Production Coordinator
- 06/09-08/09 "Hanna's Gold"- Feature Film, Visualeyces Productions  
Production Supervisor
- 05/09-06/09 "Leave"- Feature Film, Visualeyces Productions  
Production Coordinator
- 03/09-04/09 "iCrime"- Feature Film; Sure Crossing Films  
Unit Production Manager
- 01/08-12/08 Tim Swain- Producer  
Assistant
- 03/08 -09/08 "Black and Blue"- Feature Film  
Production Coordinator
- 06/08-08/08 Jack Morton Worldwide- Marketing and PR Firm  
MPO Branding Coordinator for Intel Development Forum
- 11/07-12/07 "Crazy" Film Premiere and After Party  
Event Coordinator
- 07/07-09/07 Jack Morton Worldwide- Marketing and PR Firm  
Production Coordinator for Intel Development Forum
- 05/03-02/07 Austin Film Festival  
Director AFF Screenplay/Teleplay Competitions

### EDUCATION: Texas State University

BA, 2003. Mass Communications/Electronic Media

### SKILLS:

Computer knowledge (all MS applications), Script Supervising instruction, office management, reader, extensive coverage, published writer, organization skills, great communicator, troubleshooter, multi-tasker and flexible and resourceful

References available upon request