

SUZANNE LEHFELDT KIRKLAND

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EXPERIENCE

- April 2009 – November 2009 **ZOOKEEPER (Feature Film) – MGM** Boston, MA
Assistant Production Coordinator
Prd: Barry Bernardi, Charles Newirth, Prod. Supervisor: Deb Schwab, POC: Jenny Sandell
- February 2008 – November 2008 **TRANSFORMERS: REVENGE OF THE FALLEN (Feature Film) – DreamWorks** California, New Mexico, Arizona
Assistant Production Coordinator
Prd: Lorenzo di Bonaventura, Ian Bryce, UPM: Allegra Clegg, Supervisor: Daren Hicks,
- February 2007 – November 2007 **HANCOCK (Feature Film) – Columbia Pictures** Los Angeles, CA
Assistant Production Coordinator
Prd: Ian Bryce, UPM: Allegra Clegg, Supervisor: Daren Hicks, POC: Orlando Gonzales
- June 2006 – December 2006 **A PLUMM SUMMER (Feature Film) – Independent** Bozeman, MT & Los Angeles, CA
Production Coordinator & Post Production Coordinator
Dir: Caroline Zelder, Prd: Frank Antonelli, UPM: Steve Beswick
- February 2006 – June 2006 **THE SPIDERWICK CHRONICLES (Feature Film) – Paramount Pictures** Los Angeles, CA
Assistant Production Office Coordinator - Pre-Production
Dir: Mark Waters, Prd: Larry Franco
- March 2004 – December 2005 **AEON FLUX (Feature Film) – Paramount Pictures** Berlin, Germany & Los Angeles, CA
Assistant to Karyn Kusama, director and Martha Griffin, Producer
Dir: Karyn Kusama, Prds: Gale Anne Hurd, Gregory Goodman, Martha Griffin
- July 2003 – December 2003 **The Bryce Company** Los Angeles, CA
Assistant to Ian Bryce & Heidi Fugeman
RICHARD PETTY PROJECT (Feature Film) – Disney Pre-Production
AEON FLUX (Feature Film) – Paramount Pictures Pre-Production
- May 2003 – July 2003 **I ♥ HUCKABEE'S (Feature Film) – Fox Searchlight** Los Angeles, CA
Production Secretary – Los Angeles
Dir: David O. Russell, Prd: Gregory Goodman
- December 2002 – May 2003 **The Koch Company** Los Angeles, CA
Assistant to Hawk Koch, Producer; VP of Producers Guild; Various Charity Boards
- August 2002 – December 2002 **HIDALGO (Feature Film) – Disney** Los Angeles, CA
Production Secretary – Los Angeles, Montana & South Dakota
Dir: Joe Johnston, Prds: Casey Silver, Don Zepfel, UPM: Christopher Bromley
- August 2000 – August 2002 **The Gersh Agency** Beverly Hills, CA
Assistant to Barbara L. Halperin, Department Head, Below the Line

EDUCATION

- Summer 2000 **Academy of Television Arts And Sciences Internship** Beverly Hills, CA
- August 1996 – December 2000 **Montana State University** Bozeman, MT
➤ Degree in English Literature

OTHER SKILLS

- Proficient in: Mac & PC, Excel, PowerPoint, Outlook, MSWord, Final Draft, Calendar Creator, Movie Magic Budgeting & Scheduling, Axium Budgeting & Scheduling, Acrobat, Adobe Photoshop. Excellent communication, organization, scheduling and writing skills.