

SUMMARY

Highly accomplished, energetic and resourceful film and television professional, offering progressive experience in public relations; critical problem solving skills and dedication in helping to ensure a production runs smoothly. Commended for dedication, reliability and approachability.

QUALIFICATIONS

- Detail orientated and able to follow directions precisely.
- Exceptional phone and administrative experience & data input skills.
- Willingness to work long hours.
- Excellent computer skills with extensive experience in MS Excel, MS Word, MS Access, Web Development, database programming and technical troubleshooting on the job.
- Clean driving record and a dependable car.

PROFESSIONAL EXPERIENCE**TELEVISION**

2015-2016	"MOTIVE IV" CTV/ NBC (August 2015 – February 26, 2016)	2 ND APOC
2015	"BEYOND" ABC Family/ Disney (July 19 – July 29, 2015)	2 ND APOC
2015	"R.L STINE'S MONSTERVILLE: CABINET OF SOULS" NBC (Jan April, 2015)	2 ND APOC
2013	"The LOTTERY (PILOT EPISODE)" Warner Horizon/ Lifetime Network (October 24 – December 20, 2013)	2 ND APOC
2012	"ROGUE: SEASON ONE" Entertainment One/Greenroom UK for DirecTV (Pre-production to production wrap: 10 episodes)	2 ND APOC/ 2 ND UNIT 1 ST APOC
2011	"GOODNIGHT FOR JUSTICE" HALLMARK (1 episode)	2 ND APOC

FEATURE FILMS/ DIRECT TO DVD

2015	"FANTASTIC 4: VANCOUVER UNIT ADDITIONAL PHOTOGRAPHY" 20 TH Century FOX (April-May 2015)	PRODUCTION SECRETARY
2014	"MONSTER TRUCKS" Paramount Pictures (Pre-Production to Production wrap: January 17-August 8, 2014)	ACCOUNTING CLERK
2013	"WORDS AND PICTURES" Latitude Films/ Lascaux Productions (Pre-production to Production wrap: February 4 – May 27, 2013)	OFFICE PA
2010- 2011	"ALVIN & THE CHIPMUNKS 3: CHIPWRECKED" Twentieth Century Fox (Pre-Production to Production wrap: November 2, 2010–April 1, 2011)	2 ND APOC
2010	"CAESAR: RISE OF THE APES" Twentieth Century Fox (Pre-Production to Production wrap: March 5, 2010– October 22, 2010)	KEY OFFICE PA
2009	"PERCY JACKSON & THE OLYMPIANS: THE LIGHTNING THIEF" Twentieth Century Fox (Pre-Production to Production Wrap: Jan. 19 – Aug. 28, 2009)	KEY OFFICE PA

EDUCATION/ MEMBERSHIPS/ CERTIFICATION

DGC Associate Member in good standing	Since Dec 2013
IATSE 891 Member in good standing	Since April 20, 2011
UBCP Apprentice Member (Principal Category)	Since May 2011
IATSE 891 Shipping Seminar	March 2010
Traffic Control Person Certification	2016 (Updated)
Bachelor's Degree in English (Literature, Writing and Editing) – Simon Fraser University	1998-2000

REFERENCES AVAILABLE UPON REQUEST