

SKILLS

- Editing: Intermediate with Adobe and Resolve
- Proficient with Final Draft and Microsoft Office Suite
- Great at time management and approaching everything with a can-do attitude

EXPERIENCE

PRODUCER | 09/2023 to 11/2023

SHORT FILM, The Saints of Dogville | Dir Alexander Angliss-Wilson

- Create a budget
- Hire and manage key team members
- Negotiate and secure contracts
- Acquire location permits
- Seek and create marketing strategies for promotion
- Oversea post-production

WRITER | 01/2023 to 08/2023

SHORT FILM, All About Valerie | Dir Nick Kozakis

- Write up drafts and seek feedback to implement
- Write a story treatment
- Editing and proofreading

DIRECTORS ASSISTANT | 03/2023 to 03/2023

SHORT FILM, Not An Animal | Dir Alexander Angliss-Wilson

- Managed the director's pre-production calendar
- Assisted with the casting process
- Helped the director organise the shot list
- Took down directing notes during filming

WRITER/DIRECTOR | 12/2022 to 03/2023

SHORT FILM, The Swap | Dir Natasha Kaminsky

- Develop a pitch document for funding applications
- Write a story treatment, editing and proofreading
- Researching history relevant to the period depicted in the script
- Write up drafts and seek feedback to implement
- Preparing Storyboards and Shot Lists
- Casting and rehearsing with actors

PRODUCTION SECRETARY | 08/2022 to 12/2022

TV SERIES, Love Me | Dir Bonnie Moir

- Script Distribution to cast and crew
- Making draft call sheets
- Making Daily Progress Reports (DPR)
- Scheduling meetings for Producers
- Booking flights and accommodation for cast and crew

PRODUCTION ASSISTANT | 06/2022 to 06/2022

FEATURE FILM, Better Man | Dir Michael Gracey

- Conduct crowd control by putting up signs
- Directing pedestrians away from filming
- Lock down sets
- Assist 3rd assistant director

PRODUCTION ASSISTANT | 03/2022 to 03/2022

MUSIC VIDEO, Masked Wolf | Dir Nick Kozakis

- Act as a runner distributing messages or items within film crew and cast
- Conduct crowd control by putting up signs
- Directing pedestrians away from filming and lock down sets

PRODUCTION ASSISTANT | 01/2022 to 01/2022

MUSIC VIDEO, Bliss n Eso | Dir Nick Kozakis

- Act as a runner distributing messages or items within film crew and cast
- Conduct crowd control
- Directing pedestrians away from filming and lock down sets

PRODUCTION ASSISTANT | 11/2021 to 11/2021

FEATURE FILM, Godless: The Eastfield Exorcism | Dir Nick Kozakis

- Assisting cast and crew
- Act as a runner distributing messages or items within film crew and cast
- Conduct crowd control by putting up signs

WRITER / DIRECTOR | 12/2020 to 12/2020

WEB SERIES, A Few Minutes With Hailey Harper | Dir Natasha Kaminsky

- Develop a pitch document for funding applications
- Write a story treatment
- Editing and proofreading
- Write up drafts and seek feedback to implement
- Preparing Storyboards and Shot Lists
- Casting and rehearsing with actors

WRITER / DIRECTOR | 02/2019 to 02/2019

SHORT FILM, The Audition | Dir Natasha Kaminsky

- Write drafts, editing and proofreading
- Create a story treatment
- Preparing Storyboards and Shot Lists
- Casting and rehearsing with actors

EDUCATION AND
TRAINING

Swinburne University
Diploma of Screen and Media
02/2021

New York Conservatory For Dramatic Arts
Associates Degree of Arts: Film and Television Performance
02/2019

REFERENCES

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