

# Stephanie Dawson

513-550-2555 | Stephanie@electionmedia.com

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## Profile

Highly organized and energetic aspiring producer who has experience assistant directing and associate producing for independent productions. Interested in applying skills toward supporting great filmmaking through production, film festivals and film supporting organizations.

## Feature Production Experience

Happy Tears | Narrative | Happy Tears Holdings, LLC | **Office Intern** | Apr 2008–Sept 2008  
Gotta Get Mine | Narrative | D. A. Media | **Associate Producer/1<sup>st</sup> AD** | Nov 2007–July 2008  
At Your Cervix | Documentary | Spectaculum Productions LLC | **Producer** | Sept 2007–Present  
Swing State | Documentary Feature | In the Zone Productions | **Camera** | Nov 2006

## Broadcast Production Experience

Celebrity Apprentice 2 | NBC Reality Show | Reilly Worldwide | **Utility Field Coordinator** | Oct 2008  
Go Getter | MTV2 Promo Spot | D.A. Media | **1st AD** | January 2008  
Celebrity Apprentice | NBC Reality Show | Reilly Worldwide | **Utility Field Coordinator** | Oct 2007  
America's Next Top Model | CW Reality Show | Anisa Productions | **Talent Wrangler** | April 2007

## Short Production Experience

HIV Niggah | 35mm | Chameleon Machinegun, Inc | **PA/Boom Operator** | Nov 2008  
Cecilia | 16mm | NYU Grad Student Production | **First AD** | Nov 2008  
Uncommon Sacrifice | 48 Hour Film Project | Election Media, LLC | **Producer** | July 2007  
Youth & Government | YMCA Promo Video | Election Media, LLC | **Camera, Editor** | Feb 2007  
Look Both Ways | 48 Hour Film Project | Shut Up & Shoot Productions | **Gaffer** | July 2005  
The Thing That Should Not Be | Video short | **Director of Photography** | Aug 2004

## Academic Production Experience

Cecilia | 16 mm Film | NYU MFA Student Film | **1st AD** | Nov 2008  
There's a Pounding in my Head | 35mm Film | Full Sail Film Production | **PA** | Sept 2006  
Animals of Experience & Recollection | 35mm Film | Full Sail Film Production | **PA** | Sept 2006  
Audible Disturbance | 35mm Film | Full Sail Film Production | **UPM, 1<sup>st</sup> AD** | Aug 2006  
Hard Times | 35mm Film | Full Sail Film Production | **Craft Services** | Aug 2006  
Garden Break | 35mm Film | Full Sail Film Production | **Grip** | Aug 2006  
Out Loud | Music Video | **Craft Services & Catering/Documentarian** | Aug 2006  
One Life | 35mm Film | Full Sail Film Production | **PA** | July 2006  
Clown Who Laughs | 35mm Film | Full Sail Film Production | **Grip** | July 2006  
Any Given Tuesday | 16mm Film | Full Sail Film Production | **Unit Production Manager** | May 2006  
The Shaft | Video Short | Full Sail Film Production | **Unit Production Manager** | March 2006  
High Stakes | Video Short | Election Media | **Producer, First Assistant Director** | Dec 2005

## Film Production Skills

- Final Cut Pro\*, AVID Xpress, Media Composer, AVID Symphony, AVID DS, Pinnacle StudioDV\*
- Loaded and operated Arriflex 16SR 3, ARRI 35 SR, ARRI 35 LT cameras
- Operated JVC DV100, Canon XL2, Canon GL2\*, Panasonic DVX100A, Panasonic HVX200A
- Recorded with Nagra 4.2, Wendt X5 mixer, Various wired and wireless microphones
- Working Knowledge of Adobe Photoshop\*, Illustrator\*, InDesign\*
- Script Breakdown, Scheduling, Script Supervising
- EP Budgeting, EP Scheduling, Movie Magic Screenwriter\*, Final Draft, Celtx\*
- Valid Driver's License, Manual Transmission, 15 Passenger/Cargo Van

\*Owner/Operator

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## Education

Full Sail Real World Education | **Associate of Science in Film & Video Production** | Oct 2006 | GPA 3.85/4.00

Miami University | **Bachelor of Science in Applied Science** | Dec 1998 | GPA 3.2/4.00

## Other Work Experience

Milford Plaza Hotel | **Sales Administrative Assistant** | New York, NY | April 2008-September 2008

- Performed administrative duties as required by Sales Director
- Facilitated and managed group reservations for hotel

First Choice Staffing | **Administrative Assistant** | New York, NY | October 2007 – April 2008

- Assigned to Milford Plaza Hotel and performed administrative duties as required by Human Resources Manager and Sales Department Manager

Kelly Services | **Administrative Assistant** | Cincinnati, OH | April 2007 – August 2007

- Assigned to Kroger Company and performed administrative duties as required by Nutrition Merchandising Director
- Liaised with vendors to ensure product delivery to 102 regional stores
- Communicated marketing directives with nutrition department managers at retail locations

Accenture, LLP | **IT Consultant/Datacenter Manager** | Cincinnati, OH | August 1999 – October 2005

- Datacenter manager for six operators, two thousand square feet of raised floor and \$1.6 Million budget
- High Availability Consultant for Windows and UNIX systems for Fortune 500 Companies

Limited, Inc | **Customer Service Associate** | Springdale, OH | January 1999 – August 1999

- Retail Customer Service Representative and Cashier

Miami University | **Student Employee** | Oxford, OH | August 1996-1999

- Student Assistant to the Dean, School of Applied Science
- Summer Orientation Counselor; Office of Admission Tour Guide
- Minority Professional Leadership Program Summer Counselor

## Relevant Administrative Skills

- Proficient in Microsoft Word\*, Excel\*, PowerPoint\*, Project\*
- Proficient in OpenOffice Writer\*, Calc\*
- Expert in MS Outlook, Lotus Notes
- Working Knowledge of Adobe Photoshop, Illustrator, InDesign
- Experience with Data entry, Type 65 WPM
- Experience with multi-line phone system

\*Owner/Operator

## Organizational Memberships

- Independent Feature Project, IFP
- Downtown Community Television, DCTV
- Shooting People
- New York Women in Film and Television, NYWIFT

## Volunteer Activities

- IFP Independent Film Week Volunteer: Production, Registration, Screenings
- Tribeca Film Festival 2008: Floating Volunteer
- IFP Gotham Awards Volunteer: Bag Stuffing, Registration
- Sundance Film Festival 2007: Outdoor Liaison, Racquet Club Theatre Venue
- Underneath Cincinnati Film Festival: General Volunteer
- Rock the Vote: Cincinnati Chapter Volunteer Membership Coordinator