

# Lindsey Tillett

## Contact

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## Objective

Driven production assistant with experience supporting production teams in all stages of development, pre-production, production, and post-production. Valued as a competent behind-the-scenes leader ensuring production events are executed smoothly and efficiently. Quick to learn and willing to assist wherever needed.

## Education

### Arizona State University

Bachelor's Degree  
Interdisciplinary  
Studies  
Business & Event  
Management  
2014-2017

### Tulsa Community College

Marketing Degree  
2012-2014

## Key Skills

Organization  
Communication  
Time Management  
Reliable  
Adaptable

## Experience

### **Killers of the Flower Moon | Paramount Pictures** Nov 2019- Feb 2020

#### • Travel/Housing Assistant

- Assisted with administrative tasks such as answering telephones, filing paperwork and entering data entry for company records.
- Purchased supplies, food, props and equipment for production use.
- Assisted the travel coordinator with finding and touring homes for potential cast and crew living arrangements.
- Shopped for houseware and various items to furnish each home rental.
- Created an event calendar and planned outings and events for crew.
- Assisted accounting department with filing and wrapping production.

### **Asking for It | Redwire Pictures** September 2019-December 2019

#### • Office Production Assistant

- Maintained production office organization and cleanliness.
- Assisted with travel coordinating, catering arrangements and transportation for production cast and crew.
- Ran errands for producers, actors, and production office.
- Escorted cast and crew safely from airport to set locations.
- Created and distributed sides.
- Purchased supplies, food, props and equipment for production use.
- Coordinated shipments for cast and crew.
- Created the production wrap book and a digital version.

### **Body Brokers | Roxwell Films** July 2019- September 2019

#### • Basecamp Production Assistant

- Assisted the 2<sup>nd</sup> AD at basecamp during filming by acting as the communicator between the actors and set.
- Directed actors to where they were needed & relayed ETA's to set
- Consistently available to help talent with any questions and special requests
- First of crew to arrive and last to leave to ensure trailers were ready and Exhibit Gs and daily time sheets were completed.
- Ensured that basecamp & cast trailers were kept clean and organized at all times.
- Interacted positively and professionally with talent when escorting to and from trailers during filming.
- Coordinated extras for scenes and led individuals around set.
- Charged and distributed mobile radios to set production staff for onsite communication.
- Purchased supplies, food, props and equipment for production use.

## Other Experience

### **R Entertainment** | Scottsdale, AZ 2017-2018

- Worked for 2 concert seasons assisting the Venue manager
- Assisted in processing and management of artist contracts and fulfilled Artists' contract riders.
- Communicated with artist management to coordinate artist travel, housing and hospitality, including airport pick-up/drop-off, and greenroom set-up, as well as artist transportation to the concert venue.

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## References

Available upon request.