

Shannon Smith

Office PA | APOC | Assistant Accountant

Midwest City, Oklahoma | 405 412 1099 | shannon.smith.crew@gmail.com

I am a graduate of the Oklahoma Film & Television Academy and I am able to travel throughout Oklahoma. I have many years of experience on set as an actor where I realized that working behind the scenes is where I wanted to be after watching Oklahoma's amazing crew. I am very detail oriented and organized, intimately aware of the needs of the cast, and proficient with the various forms of paperwork needed. I would love to bring my skills and work ethic to your production.

CREDITS

Deadly Debutantes AND My Terrorized Teen | Assistant Accountant | Mar-Apr 2021

I assisted the Line Producer exclusively. We worked tow projects at once maintaining financial paperwork. This included receipt retention, reimbursements, payroll, contracts, etc. I filed, scanned, copied, etc. I ran errands for the Line Producer and other Producers.

Prisoner of Love | Assistant Production Office Coordinator | Jan-Feb 2021

I assisted the production coordinator in pre-production. I also assisted the Line Producer in his duties with regards to receipt retention and filing.

Deadly Dormitory | Producer's Assistant/Office Production Assistant | Nov-Dec 2020

I assisted the producers in post production of two previous shows and helped in the office of the current project. This included running errands, processing paperwork, scanning and filing, processing receipts for accounting, and other general office tasks.

Killer Infatuation | Production Assistant/Craft Services | Oct-Nov 2020

I ran the craft services station (crafty). This included sanitization/safety protocol, loading out/in all crafty items, restocking snack items, shopping, making hot water and coffee and ensuring both stayed full, and filling out reimbursement paperwork.

EDUCATION

Oklahoma Film & Television Academy – Set Ready Course Take 2

SKILLS

Oklahoma Driver's License; 2016 Chevy Tahoe with WiFi, power outlet, storage; Familiar with Word, Excel, Google Suite; Have my own laptop; Proficient with various filing systems; Passport

INTERESTING TIDBITS

Army Brat, Air Force (retired) Wife, Navy Mom; Have live overseas most of my adult life; Lived in Japan during the 9.0 earthquake; Have 4 kids, 6 dogs, a guinea pig, and several chickens