

# Tori Short

Production Assistant

Tulsa, OK 74107

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I am a recent graduate of the Oklahoma Film & Television Academy and am willing and able to travel throughout Oklahoma. As a PA, I am able to assume a variety of duties from Locations work (attention to details in movement orders to finding holding areas for cast and crew) to duties of first team (where detailed attentiveness to cast needs and schedules are met above and beyond and the proper paperwork from release forms to DOOD is understood). I would love to bring my skills to your production.

## EXPERIENCE

### SET READY

### First Team PA

On Set Practicum | January 2021 | Green Pastures Studio | Director: Richard Janes

## EDUCATION

### Oklahoma Film & TV Academy, OKC, OK — *Set Ready*

Slate 3 | December 2020

Learned full crew responsibilities, set protocol and etiquette

### Oklahoma Film & TV Academy, OKC, OK — *Assistant Directing*

December 2020

Learned the process of dissecting a script and producing the one-liner, Shooting Schedule, Day out of Days (DOOD), Production Report, BG Breakdown, Exhibit G, and Call Sheet.

### Oklahoma Film & TV Academy, OKC, OK — *Continuity/Scripty*

January 2021

Learned the process of dissecting a script, lining a script, and producing the Daily Report, Scene Breakdown, Facing Page, Editorial Log and Day/Night Log.

### Los Angeles Film School, Hollywood, CA — *Entertainment Business*

Projected Graduation: May 2022

Completing the bachelor degree program learning brand marketing and development to digital literacy and more.

## SKILLS

Understand set protocol & etiquette

Very familiar with walkie lingo

Experience with production paperwork

Thrive in a high-paced environment

Driving License (own Jeep Wrangler)

Valid Passport

Advanced technology knowledge

Advanced leadership training and knowledge

Excellent with children and animals

## REFERENCES

Amy Janes

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Richard Janes

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