

# Jordan Sharpe

## Film Crew

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### Education

#### Cleveland High School

1892 Polenta Rd, Clayton, NC, 27520  
2011-2015

### Key Skills

#### Adobe Products:

Photoshop  
InDesign  
Illustrator  
Lightroom  
Acrobat  
Premiere Pro

#### Microsoft Office Products:

Word  
Excel  
Powerpoint

#### Google Drive Suite

#### Airtable

#### Studio Binder

#### CASHet

### Objective

Creative and driven individual with hardworking skills and attention to detail. Seeking to obtain a position utilizing my skills to help a project or company achieve its goals.

### Experience

12/2020-2/2021

**Art Dept. Production Assistant** • *American Underdog* • Kingdom Story Company

- Researched graphic design/product placement for the appropriate time period.
- Managed and organized clearance/photo release forms for talent, as well as other important files (such as receipts).
- Responsible for creating and updating strip board calendars for the office.

9/2021-9/2021

**Production Office Assistant / Wardrobe Assistant** • *Scare Package 2* • Tropes Too LLC

- Managed and organized receipts before uploading into CASHet.
- Reviewed and cleared start paperwork for cast and crew.
- Responsible for purchasing wardrobe items needed for cast, as well as handling returns.

10/2021-10/2021

**Art Dept. Coordinator / Set Costumer** • *Sherwood Forest* • Graco Productions

- Categorized inventory for wardrobe and props in Airtable and monitored production budgeting.
- Stayed on set during production to monitor costume dept. needs and emergencies.
- Repaired and modified clothing as needed.

### References

• **Rianna Nauri** • *Accounting*

Phone: 405.822.2025

Email: [rianna@accountabilitypartnersllc.com](mailto:rianna@accountabilitypartnersllc.com)

• **Amy Watkins** • *Art Director*

Phone: 405.371.5554

Email: [amy@visionhillpoint.com](mailto:amy@visionhillpoint.com)

• **Tory Ayers-Costello** • *Accounting*

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