

KATHRYN MICHAEL

Tulsa, OK | 918.740.1861 | Kathryn.Michael39@gmail.com | [Imdb.me/kathrynmichael](https://www.imdb.me/kathrynmichael)

Production Coordinator | Production Office Coordinator

Film Production Coordinator with extensive background in all areas of film making, including features, commercials, and reality television. Solid success managing film crews and working under strict deadlines. Consistently remain calm under pressure with keen ability to clearly communicate all directives across teams. Seeking opportunity to expand film production skills and knowledge. Ready to demonstrate my expertise as a production coordinator for your projects.

GENERAL PRODCUTION OFFICE

- Maintaining Schedules
- Organizing All Paperwork
- Answering Phones
- Computer Literacy for MAC + PC
- Creating Call Sheets

PRE-PRODUCTION

- Crew Recruitment
- Audition Scheduling
- Sourcing Materials
- Securing Locations
- Talent Travel Itineraries
- Making things Happen

PRODUCTION

- Talent + Crew Management
- Crew Paperwork + Releases
- Time cards
- Set Coordination
- Constant Problem Solving
- Coordinating Meals
- Handling Chaos with Ease

Production Experience

Production Coordinator | Assistant + 2nd Assistant Director | Production Assistant

Production Coordinator

- Potato Dreams of America - Feature Film - 2019-2020
- Unsellable Houses - TV Show - 2019-2020

Assistant + 2nd Assistant Director

- Ranch Hands - Assistant Director - Short - 2020
- Don't Forget - Assistant Director - Short - 2020
- Martingale - Assistant Director - Feature Film - 2019
- Vengeance - 2nd Assistant Director - Feature Film - 2019
- Before I Go - Assistant Director - Short - 2018

Production Assistant

- Live Inverted - Documentary - 2020
- East of the Mountains - Feature Film - 2019
- Ghost Adventures - TV Series - 2019
- Treehouse Masters - TV Series - 2018

Education + Training

Master of Fine Arts in Creative Writing, 2015 | University of Alaska, Fairbanks, Fairbanks, AK

Bachelor of Arts in English, 2012 | Doane University, Crete, NE

University Degree in French Study, 2011 | The University of Rennes II, Upper Brittany, France

Fundamentals of Filmmaking (8-week course), 2017 | Seattle Film Institute

Technical Proficiency

Environments + Languages:

Mac OS X, Windows 7/10; Basic HTML; Fluent in French

Tools:

Avid Media Composer; Final Cut Pro; Adobe Premiere Pro; CMS: WordPress

