

Brittany Johnson

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I am an Oklahoma Film & Television Academy graduate. My experience in film as well as my background in clerical work have prepared me to assume the duties required to be a Production Assistant and a Script Supervisor Assistant. My recent certifications have also prepared me for a role in Accounting. I am organized, detail oriented and operate daily with a solution driven mentality. I am a team player and communicate very effectively with others. I would love to bring my skills to your production.

FILM PRODUCTION

- Office Production Assistant(First and Second Unit) on Twisters (2023). Completed Daily Lunch and Wrap reports. Updating contact information and outgoing templates in Scenechronize. Collected department timesheets to submit to Payroll. Responsible for receiving and distributing equipment to departments.Sorting, printing and distributing sides daily. Maintaining office needs and organization.
- Additional PA on Tulsa King (2022) assisting with lockups and safety protocols and supervising assigned trucks at wrap out.
- Locations Production Assistant on Killers of the Flower Moon (2022). Helped break down sets after company moves, cleared locations of production equipment and restored to original condition, organized equipment to be returned to rental companies or stored in production warehouse.
- First Team PA for the production of “CRICKET” (2022). Escorted talent to and from set, making sure talent followed the designated schedule for hair, wardrobe and set times. Assisted 2nd Assistant Director with talent timing for Daily Production paperwork.
- The Rob Lake Magic Special (2021). Assisted Production Manager with daily paperwork. Responsible for office organization.
- Production Office Coordinator Assistant for the feature film, Land of Gold (2021). Organizing and purchasing supplies for production. Checking inventory of supplies. Locating and organizing production equipment rentals and picture vehicles. Scanning and organizing crew, cast and background paperwork. Also, often responsible for transporting talent and scouting locations.
- Assisted and shadowed Script Supervisor during the production of Faculty Lounging (2021) which included logging scenes from different camera rolls, keeping track of lines and continuity between takes and assisting with wrap out.
- Set Intern for Cowgirls N Angels (2011)- Assisted with casting, set dressing and spent most of the time in the sound department and production office. Also performed First Team duties assisting talent.
- Designed and filmed concepts for weddings, industrial, and background videos for local business owners and musicians.

*Experience continued

THEATER PRODUCTION

- Stage Manager for the Deonna Marie Experience (2023). Operated sound board, lights and graphics during live show and rehearsals. Assisted with wardrobe and daily stage setup. Assisted with marketing materials, advertising and ticket sales.

OTHER WORK EXPERIENCE

- 12 years of Administrative Assistant/Clerical work. Working in the clerical field, I worked closely with upper management on several special projects which often required me to be a self-starter and frequently use my observational and communication skills. I had to manage different technologies and operate multiple phone lines.

EDUCATION

-Oklahoma Film & Television Academy- Set Ready Course Slate 7, Script Specialization, On Set Practicum

-University of Central Oklahoma- Bachelor of Arts; Mass Communications

SKILLS

Driver's License (with my own car), Computer literate, MacBook Pro with editing software (willing to travel with it if needed), expert telephone/ in-person etiquette and confident with technology (Scenetime, Excel, Word, Google Suite) Video camera, sound equipment, lighting kit and backdrop (if needed). DJI drone available for loan out. Script supervisor kit prepared. Organized and attentive to details.

CERTIFICATIONS

(Portfolio of certificates available upon request)