

ERIN JONES

CONTACT

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(918) 261-1164 📞

EDUCATION

TULSA COMMUNITY COLLEGE

Tulsa, OK

*Completed coursework towards
Associate in Arts (A.A.) Liberal Arts
(Aug 2021)*

OKLAHOMA STATE UNIVERSITY

Stillwater, OK

*Completed coursework towards
Bachelor of Science (B.S.) Nutrition
science (Aug 2010)*

ADDITIONAL SKILLS

Creative Development
Detail Oriented
Photographic Memory
Resourceful
Organized

EXPERIENCE

PRODUCTION COORDINATOR

Roxwell Films, Tulsa, OK / Nov 2021 - Dec 2021

- Direct and coordinate activities in order to ensure that production meets design, budget, and schedule requirements.
- Submit plans for approval, and adapt plans to serve intended purposes.
- Prepare reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- File and retrieve corporate documents, records, and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for cast and crew.

SET COSTUME

Roxwell Films, Tulsa, OK / Nov 2021 - Dec 2021

- Distribute costumes or related equipment and keep records of item status.
- Arrange costumes in order of use to facilitate quick-change procedures for cast.
- Return borrowed or rented items when productions are complete and return other items to storage.
- Clean and press costumes before and after performances and perform any minor repairs.
- Maintain dressing rooms, wig rooms, or costume storage or laundry areas.
- Provide assistance to cast in wearing costumes, or assign cast dressers to assist specific cast members with costume changes.
- Check the appearance of costumes on set to determine whether desired continuity is being achieved.
- Collaborate with production designers, costume designers, or other production staff to discuss and execute costume design details.

ART DEPARTMENT

Roxwell Films, Tulsa, OK / Jan 2021 - Jan 2021

- Select and obtain materials and supplies such as props and

performance pieces.

- Collaborate with colleagues to address set dressing.
- Organize the performers and direct them to their rehearsals.

CREATIVE DIRECTOR

SNG Co., Tulsa, OK / Jun 2020 - Aug 2021

- Work with creative directors to develop design solutions.
- Review illustrative material to determine if it conforms to standards and specifications.
- Attend photo shoots and printing sessions to ensure that the products needed are obtained.

PERSONAL STYLIST

Private Styling, Tulsa, OK / Jan 2017 - Mar 2021

- Attend fashion shows and review garment magazines to gather information about fashion trends and consumer preferences.
- Select materials and production techniques to be used for clients.
- Purchase new or used clothing and accessory items as needed to complete designs.
- Determine prices for styles.

REFERENCES

References available upon request