



# TABITHA MCDONALD

Production Secretary // Executive Assistant // Travel PA

405.248.1041

| [artbeforecomfort.com](http://artbeforecomfort.com)

## WORK

### **Add'l Production Secretary, Office PA**

The Peripheral - S1  
Amazon Studios

**Ensured call sheets, sides, Exhibit G's, international shipping, and vendors were handled appropriately, coordinated all on-set food truck scheduling and vendor payments, was an extended point of contact for all warehouse rentals.**

### **Sponsorship Coordinator**

Cat Fly Film Festival  
[catflyfilmfest.com](http://catflyfilmfest.com)

**Initiated sponsorship connections, managed all sponsor communication and relationships, coordinated with other festival staff for delivery of sponsored goods and sponsorship perks**

### **1st AD // Production Coordinator //**

### **Location Manager // Producer**

The Night Courier (Short Film)  
[darkredhorror.com](http://darkredhorror.com)

**Managed successful Seed & Spark Campaign, budgeting, equipment rental, cast and crew schedules, production timeline**

### **Production Coordinator // AD // Editor // Etc.**

Art Before Comfort Various Commercial Shoots  
[artbeforecomfort.com](http://artbeforecomfort.com)

**As a business owner of a small production company, I do it all. From location management, scheduling and casting, to running coffee and making snacks for my crew. I thrive in environments where I can use my wide range of skills, both on set and in pre/post production.**

## STRENGTHS

Project Planning  
Time Management  
Relationship Building  
Communication  
Critical Thinking  
Problem Solving

## SKILLS

Adobe Premiere  
Adobe Photoshop  
Scenechronize  
Box  
Google Suites  
Microsoft Suites

## REFERENCES

### **James Skotchdopole**

Executive Producer // The Peripheral  
[skotch@mac.com](mailto:skotch@mac.com)

### **Gregg Edler**

Production Coordinator // The Peripheral  
818.429.8153

### **Michael E Simmons**

Asst. Prod. Coordinator 2U // The Peripheral  
470.295.9542

### **Andie Morgenlander**

Director // Whistle Down Wind  
919.685.0735

**Additional history and references available upon request.**