

## *DeQuan A. Cooper*

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### *Qualifications Summary:*

Dedicated to achieving the goals of the production while providing excellent work ethic and a fun attitude. I have a solid background in administrative work, with additional supervisory, training, and recruiting experience.

I can travel throughout the state of Oklahoma as well as other areas, given proper notice. I have obtained a solid a background in independent filmmaking, with knowledge of various duties including: First Team, filling out important documentation such as Exhibit G's, I-9's, and other release forms, creating call sheets, as well as background PA work and would love to bring my skills to your production team.

### CREDITS:

“Twisters” (2023) – FEATURE FILM  
VFX Data PA

“Wicked” (2023) – SHORT FILM  
Set PA

“TULSA KING” (2022) – TELEVISION SHOW  
Set PA

“328i” (2021) – SHORT FILM  
Set PA

“It’s Just a Dream” (2019) – SHORT FILM  
Writer and director – received an “official selection” at the Khassari Film Festival (2020)

“Wrong Place, Wrong Time” (2019) – SHORT FILM  
Writer and director

“Got Any \$pare Change?” (2018) – SHORT FILM  
Writer and director

### OTHER WORK EXPERIENCE:

8+ years as an administrative assistant to the contract managers(s) for HUD’s reverse mortgage program where my duties included but were not limited to:

- scheduling weekly team meetings, as well as organizing meetings for visiting corporate/government officials
- Acquiring necessary legal documentation in the event of receiving Congressional/government subpoenas, inquiries, etc.
- Setting up, and occasionally conducting interviews for potential job candidates