

# Pason

• pasonproductions@gmail.com

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## **Objective**

Assistant Production Coordinator & Production Assistant positions on Film / TV & New Media projects.

## **Experience**

**Production Assistant** November 2018 - 2020  
**Halftime, Jennifer Lopez Documentary Film**  
**Dancing Again Productions / Netflix**

Assisting the Producer & Director on a freelance basis on location while they document the life of a well-known Actress / Singer / Businesswoman. Handling appearance releases, transferring archival footage and other assorted duties.

**Production Coordinator** September 2018  
**Guardian Insurance, Commercial**  
**Storytellerz**

Work with casting agency during actor selection, Contact & wrangle actors on set, organize cast & crew paperwork, assist the line producer.

**Production Assistant** July 2018  
**Boost Mobile, Social Media Spots**  
**Storytellerz / Schiefer Chopshop**

On set production assistant, handle crew paperwork, make runs, assist the line producer.

**Talent Coordinator / APOC** June 2016 – July 2016  
**True Nightmares, Season 2**  
**Wilma TV / Investigation Discovery**

Creation and organization of actor's contracts, start paperwork & timecards. Taking & uploading release photos, contacting talent with work times / dates, relaying wardrobe & hair / makeup instructions. Helping to shepherd actors while on set. Checking actors in & out.

**Freelance Pilates Instructor** 1998 – 2021

Consulted with physical therapists & Doctors, worked with clients to address their physical fitness needs & goals. Coordinated calendars & scheduled sessions. Collected payments, created and managed new media postings promoting the studios & services they offered. Handled incoming telephone calls, supervised instructors, stocked & managed office inventory.

**Dancer & Aerialist** 2005 - 2010  
**International Headliner**

Performed both Nationally & Internationally. Responsible for booking & managing performance schedules, interfacing with seven agents worldwide, worked with stage manager, rigger & lighting/sound engineers, negotiated & wrangled contracts.

**Receptionist / Production Assistant** 1998 - 2000  
**Tony Glaser, Product Photographer**

Scheduled & coordinated client meetings, helped coordinate & manage photo shoots, answered incoming phone calls, helped with client relations, general office duties.

## **Education**

Columbia College Chicago: Theater & Dance Major  
Other: Trained with and understudy for Cirque Du Soleil

**Highly Motivated • Quick Learner • Extremely Organized • Can Do Attitude!**