

Dana Vreede

danavre@gmail.com ~ 313.378.0540

Experience

MTV & VH1 Networks | Scripted Development

February 2017- present

Executive Assistant

- Managed entire office of LA scripted development department and 3 executives phones/calendars
- Worked on Teen Wolf, SCREAM and Shannara Chronicles
- Assisted Dana Gotlieb-Carter, Robert Prinz and Morgana Rosenberg

Detroiters | Comedy Central

June-December 2016

Post Production Coordinator

- Coordinated with EP's and the network in scheduling mixes, network notes calls, etc.
- Organized post production and clearance binders
- Managed all office PC spending and reimbursement

What Goes Around Comes Around (unaired pilot) | Warner Bros

March-April 2016

Set Production Assistant

- Managed and kept track of walkie rental and return
- Assisted producers and coordinated travel information with high level talent
- Capable of juggling multiple tasks in keeping production running smoothly

Fox Entertainment and Network Groups | Various

September 2015-March 2016

Executive Assistant

- Managed high volume desks, rolled calls, maintained calendars and provided script coverage
- Worked for high level execs including Kate Lambert (FX), Elizabeth Reddy (BlueSky) and Mike Mulvihill (Home Entertainment)
- Able to learn new tasks/programs quickly and adapt to different executives and their working styles as needed.

La Dolce Vita Productions | Various Projects

July-October 2015

Production Coordinator

- Coordinated hotels, meals and created contracts as necessary for staff on a variety of projects, including shorts, independent features and commercials
- Managed crew at base camp to ensure all aspects of production ran smoothly
- Created spreadsheets to track spending as well as PC reimbursement

Warner Bros | Worldwide Television Marketing

July 2014-July 2015

Client Servicing Admin. – Digital Media

- Manage client account approval and provided user support, order fulfillment
- Publish sample promos and content (episode synopsis, credits, etc.) on WBTV.com
- Built websites to allow clients to screen restricted content using Adobe Dreamweaver and Photoshop

Angry Sky | ESPN Documentary Feature

January 2013-April 2014

Assistant Producer

- Drafted budgets and schedules for shoots, as well as booked and coordinated travel accommodations
- Heavy desk work and office management; managed interns
- Transcribed interviews, maintained and distributed paper-cuts, coordinated with archival contacts

Education

University of Michigan | Bachelor of Arts – Screen Arts & Cultures