

Brittney De Leon

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I have experience and knowledge in production, scheduling, organizing and ordering equipment, for content that is for network TV. I am currently freelancing and seeking a staff position. I have excellent communication/people skills, and I am capable of daily multi-tasking. I have advanced problem-solving skills, and the ability to work well under pressure. I have a can-do attitude with a smile and am easy to work with. References upon request

EXPERIENCE

Circle 8 Productions / 3Corner Studios – Production & Post Coordinator & Post **Encino, CA 17 – Dec 19**

- ❖ Scouted for talent, crew, and locations for various city's as well as schedule five clients a week under time-sensitive circumstances
- ❖ Coordinated 12 clients a day per an episode, booked & gathered information for post.
- ❖ Ordered equipment & in charge of intern operations & training
- ❖ QC'd two running series. This included segments & full episodes as well as making sure all client notes, lower 3rds & other information was included for each episode within both series. Created host & crew guide via Canva.
- ❖ Day to day schedule, management of PA's (6), experience in SD and HD
- ❖ Updated post trackers – Excel & google drive. Created a style guide using Canva software
- ❖ Uploaded content to YouTube, music cue sheet, preparation schedule AE's
- ❖ Daily contact with CBS for delivery & receiving airdates

Circle 8 Productions – Executive Assistant **Encino, CA 2017 - 2018**

- ❖ Assistant to the EIC & CEO by scheduling calls & meetings, and calendar.
- ❖ Directed a studio show with a 3camera set up. Shot 30 segments within 4 days.

NALIP – Volunteer: Diverse Women in Media Summit **Culver City, CA 2017 - 2018**

- ❖ PA, checked in guests, filmed event, set up and tore down tables and other set ups needed, right hand to the coordinator

Big Review TV – On Camera Producer / Presenter **Los Angeles, CA 2017 – 2018**

- ❖ Conducted Interviews: Created & engaged intro/outro to various segments.
- ❖ Produced and insured quality content, shots, angles, & included innovative ways to highlight client merchandise.

SAG-AFTRA – LA Local Intern **Los Angeles, CA 2017 – 2017**

- ❖ Worked with the LA Local communications coordinator to write articles on weekly events.
- ❖ Answered member questions on various services at SAG-AFTRA.
- ❖ Assisted with instructor logistics in coordination with the LA Conservatory Summer Intensive program.

Hollywood Casting and Film – Casting Intern **Hollywood, CA 2016 – 2017**

- ❖ Self-taped actors using a Sony camcorder. Assisted with reading audition sides.
- ❖ Coordinated client schedules for an 8 studio rental, as well as finding solutions for overbookings / software issues.

Remote Films – Producer Assistant / Production Assistant **La Quinta, CA 2014 – 2016**

- ❖ Organized producer film binders. Which included script changes, location permits, union timesheets, expenses & more.
- ❖ Created excel spreadsheets as well as cross-referenced documents for final filing.
- ❖ Production Assistant on various films.

Palm Springs Women in Film and Television - Business Coordinator / Book Pals Assistant **Palm Springs, CA 2015 – 2016**

- ❖ In charge of Social media, updated website, fluent in the program Constant Contact for email & newsletter blasts.
- Contacted members for membership payments, as well as recruiting new members during events.
- ❖ Collected payments for events & organized various paperwork for the organization.

SKILLS

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| ❖ Excellent organizational skills & attention to detail. | Adobe Premiere Pro |
| ❖ Creative problem solver. | Google: Drive, Sheets, Docs, etc. |
| ❖ Exceptional time management. | Microsoft and Mac software. |
| ❖ Able to dive into tasks with a logical & hands-on approach. | LA Casting, Backstage, Constant Contact, Hootsuite |

EDUCATION

California State University, Los Angeles BA Film and Television Minor Theater Arts

Graduation: Fall 2019