




HOLLY PASTERNAK

 815-931-1563

 hollypasternak@icloud.com

 Greater Chicagoland Area

EDUCATION

Columbia College Chicago
Bachelor of Arts –
Cinema Arts and Sciences
Chicago, IL
Class of 2015

Joliet West High School
Class of 2011

KEY SKILLS

Microsoft Office Suite/Microsoft Excel

Final Cut Pro/Adobe Premiere Pro

Producing/Directing

Budgeting & Scheduling

Pre-Production/Field Production/Post-
Production

Film/TV/Commercial Production

Writing & Editing

Project Research/Project Management

Strong Communication, Organization,
Detail-Orientated & Quick
Problem Solving Skills

REFERENCES

CAROLINE PERZAN

Set Decorator
(818) 669-4628
carolineperzan@gmail.com

DENA ALLEN

Set Decorator
(818) 516-5410
delunaco@gmail.com

YUNG SAVOLAINEN

Executive Producer
(312) 206-1646
ysavolainen@grubhub.com

EXPERIENCE

CONSTRUCTION ESTIMATOR

Paramount Pictures/Chicago /November 2019– January 2020

Construction Estimator for Paramount Pictures, where I kept track of the budget for the entire Construction Department, handled payments for labor, kept track of P.O.'s and check requests while handling office coordination.

PRODUCTION & MARKETING ADMIN/PRODUCTION COORDINATOR

Grubhub/Aquent/Chicago /February 2019 – November 2019

Production Admin and Production Coordinator for Grubhub, where I coordinated different shoots for different restaurants that Grubhub represented and advertised on their website and on their app. I also created schedules, handled data entry, and worked alongside Producers and Photographers on various shoots, all while filming in different locations in different time zones simultaneously and working remotely.

PRODUCTION COORDINATOR

The Mill/Chicago/February 2018 – March 2018

Production Coordinator for commercial spots for various clients and office coordination. I also coordinated in-person film shoots and managed VFX teams

SET DEC COORDINATOR

Sony Pictures/Chicago/February 2017 – April 2017

Coordinator of the Set Decoration Dept. for a television show. Duties include creating budgets, filing out check requests and purchase orders, assisting the set decorator and set buyers.

SET DEC COORDINATOR

20th Century Fox/Chicago/July 2016 – December 2016

Coordinator of the Set Decoration Dept. for a tv show. Duties include creating budgets, filing out check requests and purchase orders, office administration, assisting the set decorator, set buyers, and set dressers.

PRODUCTION ASSISTANT/PRODUCER'S ASSISTANT

Freelance/Chicago/September 2011 – July 2016

Production Assistant and Producer's Assistant for various television, commercial, and feature film projects, where I created schedules, handled budgets and read scripts and on-set assistance.

INTERN

Producer's Guild of America/Los Angeles/March 2015– June 2015

Intern at the Producer's Guild of America (during my Semester in LA Program with Columbia) duties include but not limited to: Receptionist, database entry, project research, clerical duties, phones and handling confidential documents.

STUDENT AID

Columbia College Chicago/Chicago/January 2014– December 2014

Student Aid for The Learning Studio at Columbia College Chicago, where I was made Project Manager for summer projects, made appointments and handled phones duties and made appointments for students and professors.

PRODUCER/DIRECTOR/WRITER/EDITOR

Columbia College Chicago/ Chicago/ September 2011-June 2016

Producer, Director, Writer and Editor for films produced at Columbia College Chicago.