

**TAMMY JACKSON**

**FILM MAKING/PRODUCTION**

(618) 660-0824 | TCotton48@outlook.com

**REFERENCES**

Available on Request

**PROJECTS**

**WRITER**

Writer’s Initiative Group

**PERSONAL ASSISTANT, BOOM OPERATOR**

The Mink Slide – Short film

**BOOM OPERATOR**

I Am Unique Pitch Trailer – Short film.

**BACKSTAGE ASSISTANT MANAGER**

I Am Unique Experience Extravaganza – Musical/Stage Play

**SLATE OPERATOR**

Floyd Entertainment Group – commercial

**PERSONAL ASSISTANT, WRITER**

BARS – Short film

**PERSONAL ASSISTANT, SCRIPT SUPERVISOR**

Lens – Short film

**WRITER, DIRECTOR**

The Lick – Short film

**KEY SKILLS**

* Excellent team player, time management, communications, and organizational skills.
* Highly skilled in handling multiple tasks as well as achieving targets in a timely and consistent manner.
* Extensive experience of directing and producing film, stage play, and video projects according to the planned budget.
* In-depth knowledge of the use of various equipment and props needed to enrich and ease production.
* Committed to providing cast/crew with important production-related information.
* Willing to work under pressure and maintain a calm demeanor while providing prompt solutions to issues that arise on set.

**LANGUAGE**

English

**ADVANCED SKILLS**

* Microsoft Office Suite

**WORK EXPERIENCE**

**VOLUNTEER**

STL TV Communications & Broadcasting | 2019– PRESE**NT**

* Provide clerical support for the Executive Producer, TV producer, editors, and general management in achieving excellent and finished results.
* Acquire production and post-production knowledge and video editing skills while working on various projects with the editor.
* Partner with the production team to direct content, create advertisements, process pictures, and videos as well as direct the creative processes.
* Brainstorm on ideas with the management on how the production process for various shows and advertisements would take form.

**STAGEHAND**

KLANCE Inc. | APR 2019 – AUG 2019

* Spearheaded the assembling and disassembling of stages of different sizes as well as properly managing the stage props.
* Demonstrated excellence in ensuring the smooth running of performances on stage through addressing issues as quickly as they develop, and providing the necessary equipment to ensure productivity.
* Developed sound set management knowledge and familiarity with all equipment and appropriate tool to be used for different sets.
* Assisted the performers and provided them with unique props needed to perform.
* Assisted in other technical details of production, such as lighting, sound, and clearing the stage of any form of waste or trash.

**EXPERTISE**

* Concept Development
* Creative Writing
* Content Creation
* Production
* Script Writing
* Editing
* Props Arrangement
* Equipment Management
* Sound Equipment Knowledge
* Stage Play
* Planning & Scheduling
* Travel Arrangement

**PROFILE SUMMARY**

Creative professional offering over 3 years of experience in working with Directors and Producers through various stages of production, including pre-production and post-production, to create a finalized and qualitative result. Possess exceptional skill in paying attention to detail and collaborating with team members and other departments to ensure production success. Dedicated to developing and analyzing scripts, while making necessary changes to areas that need corrections. Well-versed in writing scenes.

**EDUCATION**

**ASSOCIATE OF APPLIED SCIENCE**

**EARLY CHILDHOOD EDUCATION**

Southwestern Illinois College

**WORK EXPERIENCE**

**VOLUNTEER**

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