

CHAY-ANNA CRUMBLE

Los Angeles, CA 91501

(919) 621-1685

Ccrumble1@gmail.com

www.charchayproductions.com

OBJECTIVE

A driven Production Secretary with experience supporting production crews in all stages of pre-production, production, and post-production on set and in the office. Respected as a competent behind-the-scenes leader, with a strong desire to grow and advance as an Assistant Production Coordinator.

PRODUCTION EXPERIENCE

- | | |
|---|------------------------------------|
| • History Of The World Part II (Television)
Disney/20 th Century Fox | Production Secretary |
| • Cobra Kai Season 5 (Television)
Sony/ Mesquite Productions LLC | Production Secretary |
| • QUEENS Season 1 (Television)
Disney/ABC Signature LLC | Production Secretary |
| • The Shrink Next Door (Limited Series)
MRC Entertainment/ Apple TV | Office Production Assistant |
| • Don't Worry Darling (Feature)
New Line Cinema Productions/Warner Bros | Office Production Assistant |
| • Special Season 2 (Television)
Netflix/That's Wonderful Productions | Office Production Assistant |
| • The Voice Season 20 (Reality)
NBC Universal/Finnmax LLC | Talent Production Assistant |
| • A For Alpha (Short)
RAL Productions LLC | Production Assistant |
| • The People's Court (Reality)
Ralph Edwards Productions | Production Assistant |
| • Through Her Eyes (Feature)
Luckey Charm Productions | Production Assistant |
| • As The Village Sleep (Feature)
19 Artist Developments LLC | Producers Assistant |

ALTERNATIVE EXPERIENCE

Lowe's Home Improvement, Northridge CA

Front End Support Manager, Administrative

Responsible for providing direct leadership over fifty associates, while managing task such as payroll, invoices, associate development, and customer service.

EDUCATION

Sacred Heart University, Fairfield CT

Master's Of Arts Film & Television Production, 2016

Shaw University, Raleigh NC

Bachelor Of Arts, Mass Communications, 2011

SKILLS

Certified Scenechronize Smart Hub, Dropbox, Microsoft Office Suites, Adobe Premier Suites, DPO, Doczilla

REFERENCES AVAILABLE UPON REQUEST