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# Jeffery B. Allred

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## Production Crew

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### Project Coordination | Expense Tracking | Task-oriented

Reliable, driven and resourceful Production professional with 5+ years' experience in the film industry both locally and abroad. Broad skillset in above and below-line production work. Ability to ascertain production needs and assist with departmental tasks. Focused and professional on-set crew member.

## WORK EXPERIENCE

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**Chamber Media** - *American Fork, UT* 08/2020 - PRESENT

### Production Manager/Senior Producer

Managed creative production team needs and developed production processes.

- Maintained financial accounts by processing team expenses accrued monthly.
- Effectively managed approximately 14 team members in training and project needs.
- Managed approximately \$1 million in creative budget cumulatively.
- Effectively produced over 100 commercials while staying under budget on 95% of projects.

**Angel Peak Studios** - *Hamilton, MT* 06/2018 - 11/2021

### Production Coordinator, 1<sup>st</sup> AD, Editor

Assisted in development and production of Studio feature films *Trail of Justice* and *Death on the Dearborn*.

- Created production documents and organized daily schedule for feature films.
- Managed daily logistics for cast and crew and coordination with film industry entities (SAG).

## SELECTED PROJECTS

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Death on the Dearborn - Directed by Nick DeBoer (2021) - 1<sup>st</sup> AD, Production Coordinator

Holly & Ivy - Directed by Erica Dunton (2020) - Office Production Assistant

The Christmas Bow - Directed by Clare Niederpruem (2020) - Office Production Assistant

Two Eyes - Directed by Travis Fine (2019) - 2<sup>nd</sup> AD

Trail of Justice - Directed by Nick DeBoer (2018) - 1<sup>st</sup> AD, Production Coordinator

## EDUCATION

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**Utah Valley University** - *Orem, UT*

Bachelor of Science - Digital Cinema, May 2019

## PROFESSIONAL SKILLS

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- Proficiency in Microsoft Office (Word, Excel, PowerPoint) Google Suite (Sheets, Drive) and Adobe Suite.
- Excellent communication skills with a focus on collaboration and client relations.
- Outstanding organizational, multitasking and problem-solving abilities.