

NANCY WANG

FREELANCE FILMMAKER

PROFESSIONAL SUMMARY

Creative portfolio can be found at nancyannewang.com

Adaptable filmmaker graduating from the University of Utah's Film and Media Arts undergraduate program. Having accumulated six years of experience in various assistant roles in the film industry, now seeking roles that lead towards creative development and a directorial career in scripted features and television.

SKILLS

- Microsoft Office Proficient
- Adobe Creative Suite Proficiency
- Slack, Salesforce & Asana Software Knowledge
- Davinci Resolve & Final Cut Pro Knowledge

EDUCATION

Bachelor of Arts (B.A.) in Film & Media Arts | GPA 3.6
MAY 2024 | University of Utah, Salt Lake City, UT, US

Relevant Coursework:

- Social Justice Documentary
- Editing
- Digital Cinematography
- 16mm Cinematography
- Screenwriting

EXPERIENCE

ASSISTANT PRODUCTION OFFICE COORDINATOR

MAR 2026 - Present | OBL Film LLC, Salt Lake City, UT

- Assisted with timely and accurate coordination between departments for an independent feature crew of 67 members
- Provided and maintained confidentiality with communication between key department heads and talent
- Maintained and accurately updated the production's database within the Google Workspace (formerly Google Suite)
- Performed diligent and prompt attention to detail with office administrative and facilities tasks

SUNDANCE FILM FESTIVAL PA COORDINATOR

NOV 2025 - FEB 2026 | Utah Film Center, Salt Lake City, UT

- With more than 200 applicants from outreach efforts, screened over 60 candidates via online interviews, and managed the hiring process of 21 Production Assistant/Drivers for the 2026 Sundance Film Festival Program
- Performed prompt email correspondence
- Managed a database detailing all film team clients and festival need requirements

PRODUCTION ASSISTANT

SEPT 2024 - FEB 2026 | TLC Documentary Series – Figure 8 Films, Lehi, UT

- Timely assistance with setting up and deconstructing a film set scene
- Completion and problem-solving of on-production demands of various departments, such as camera or producers
- Assisted in project management, logging scenes and interviews for network purposes, and BTS photography during interview or on-location scenes

CONTACT

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✉ nwang2413@gmail.com

📍 Salt Lake City, UT 84101

APPLE TECHNICAL SPECIALIST

JAN 2025 - JAN 2026 | Apple City Creek Center, Salt Lake City, UT

- Understanding and proficiency in information technology processes and software
- Efficient and accurate intake of Genius Bar appointments to ensure steady flow of store traffic
- Effective de-escalation and customer service to ensure a positive customer experience
- Creative solutions to troubleshooting situations with a variety of devices and customer situations

ART PRODUCTION ASSISTANT

JUL 2025 - AUG 2025 | NBCUniversal Commercial – Production on 5th, Salt Lake City, UT

- On-set experience with set dressing a scene for continuity and support the director's vision
- Assistance with providing marketing agencies support during the production process
- Collaboration with various key members within the set design department
- Safe and efficient transportation of rental equipment

OFFICE PRODUCTION ASSISTANT

OCT 2024 - MAR 2025 | Hulu Documentary Series – Ludwig Productions, Provo, UT

- Data entry with production invoices, financial top sheets, and contracts
- Organizational and completion of day-to-day production office demands diligently and efficiently
- Managed cross-communication channels between key crew members and departments

SUNDANCE FILM FESTIVAL PA

JAN 2025 - FEB 2025 | Utah Film Center, Park City, UT

- Coordination with director's film team's itinerary to ensure a successful, productive festival schedule
- Assistance with auxiliary services, such as grocery runs, transportation of key members and goods, and event planning coordination
- Adaptable and reliable execution with last-minute schedule changes or new events
- Understanding of the Sundance Institute and key functions of the festival's programming

SET PRODUCTION ASSISTANT

SEP 2024 - SEP 2024 | Nike Run Club Commercial – Valentine Global LLC, Salt Lake City, UT

- Effective communication between key production members
- Efficient production runs to and from set locations
- Ability to problem solve and troubleshoot before, during and after the production process
- Maintained composure and upheld safety precautions to crew and general public

CERTIFICATIONS

- Red Cross CPR Certification
- Utah Film Commission PA Certification

REFERENCES

References available upon request