

# BradyWebb

UTAH 2019

## KEY OFFICE PRODUCTION ASSISTANT – *Yellowstone*, Season 3 (TV Series)

- + Streamlined all daily Production Office tasks such as supply, craft, & lunch ordering and shipping.
- + Liaison for any on set needs such as gear, supplies, runs, and coordinating between all departments.
- + Used Scenchronize and Dropbox daily to process day files and create sides.
- + Worked closely with the AD team to provide logistical and production support as needed.
- + Trained and supervised all Office Production Assistants on office duties.
- + Coordinated with vendors regarding payment, shipping, and L&D.
- + Fulfilled various tasks for all Executives and Producers.
- + Provided assistant coverage for the Co-Executive Producer, Barry Berg.

UTAH 2018

## OFFICE PRODUCTION ASSISTANT – *Yellowstone*, Season 2 (TV Series)

- + Processed all incoming and outgoing shipping.
- + Managed crafty for the production office and executive kitchens.
- + Used Scenchronize and Dropbox daily to process day files and create sides.
- + Fulfilled various tasks for all Executives and Producers.

UTAH 2018

## DIRECTOR'S ASSISTANT - *Night Clerk* (Feature)

- + Worked as Director – Michael Cristofer's personal assistant.
- + Assisted with Final Draft rolling out new revisions and correcting anything script related.
- + Assisted with needs of Helen Hunt, John Leguizamo, and Tye Sheridan on set.

UTAH 2018

## 2ND 2ND ASSISTANT DIRECTOR – CW's *The Outpost*, Season 1 (TV Series)

- + Coordinated the talent from arrival through the works.
- + Covered all on-set assistant director duties.
- + Coordinated and delegated duties to all Production Assistants.
- + Fulfilled Exhibit-G's daily.

LA 2017

## KEY PRODUCTION ASSISTANT – *End of Sentence* (Feature)

- + Assisted the director Elfar Adalsteins with daily needs, including driving him to and from set.
- + Coordinated and delegated duties to all Production Assistants.

LA 2016

## PRODUCTION ASSISTANT – *The Black String* (Feature)

- + Personal assistant to Frankie Muniz on set.
- + Worked in every department throughout the feature, fulfilling any needs of the day.

## REFERENCES

Yellowstone

### CO-EXECUTIVE PRODUCER- Barry Berg

[BALProductions@GMail.com](mailto:BALProductions@GMail.com) - 818.489.5800

Yellowstone

### POC- Lisa Hackler

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The Outpost

### PRODUCER- Jennifer Griffin

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