

JILL NUNLEY

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RESUME TOP SHEET

YEARS	JOB TITLE / RESPONSIBILITIES	PROJECTS
2009 to Present	PRODUCTION COORDINATOR/SUPERVISOR/UPM <ul style="list-style-type: none"> > Create & Manage Budgets (MMBudgeting) > Hire Crew > Work w/Finance (contracts, change orders, invoices) > Create Crew/Cast/Vendor Lists, Hire Crew/Cast > Communicate Productions phases to all Dept. > Travel arrangements (International & Domestic) > Scheduling Studio space > Coordinate Multiple Projects for Multiple Producers > Find & Negotiate contracts for distant Local Hires 	Book of Mormon Seasons 1 - 5 Missionary Safety Meet the Mormons New Testaments Seasons 2 - 4 Mormon Messages (various) RootsTech The Food Nanny (BYUtv) The Song the Changed My Life (BYUtv) Franklin Covey Series (Kaleidoscope) Joseph Smith: Prophet of the Restoration Benji Returns (Indy) Unaccompanied Minors (Warner Bros) Forever Stong (Indy/Go Films)
2005	PRODUCTION / PAYROLL ACCOUNTANT <ul style="list-style-type: none"> > Process timecards for cast (SAG) & crew > Prepare contracts (SAG & DGA) > Track payroll expenses > Create show cost reports for UT Incentive 	Christmas Eve (Indy/Mitch Davis) Frozen (Indy/Don Schain) The Mine (Indy/Jeff Chamberlain)
1999 - 2007	LOCATION MANAGER <ul style="list-style-type: none"> > Breakdown scripts / Create location budget > Scout and photograph potential locations > Create online presentation of locations > Negotiate contracts > Create directional Maps > Worked with Finance for payment > Worked with Insurance Broker for Certs. 	Homefront Commercials (Boncom) Zions Bank sports(Lorien Ent) Truth or Treason teaser (Kaleidoscope) Bullrun (Spike TV) The Outlaw Trail (Indy/GoFilms) All That You Want (Indy/Candelight) Touched by an Angle (CBS)
2002 - 2008	TRAVEL COORDINATOR <ul style="list-style-type: none"> > Arrange Flight, Hotel, Rental Cars for Cast & Crew > Negotiate contracts > Create reports for Production Accountant 	The Card Counter (Indy/Focus Features) Chasing Mavericks (Walden) Red Dawn (MGM) Surrogates (Disney) Touched by an Angel (CBS)
1998 - 2002	SCRIPT SUPERVISOR <ul style="list-style-type: none"> > Script Breakdown, Notes & Continuetu 	Sarah's Child (Indy Film) Good Samaritan (MPS) Walking Thunder 2nd Unit (Indy Film)
References provided upon request		