

ELLIE HEINER

Film Production Management

CAREER OBJECTIVE

2nd Assistant Director. Assist in organizing logistics, managing talent, and collaborating with departments.

SELECT WORK EXPERIENCE

Set PA - TV Series | Y: Marshals

Paramount, Park City, UT | Aug 2025 - Dec 2025

- Adapted strategies to overcome conceptual and technical obstacles on set

Basecamp PA - TV Series | Homestead

Bountiful, UT | July 2025

- Ensured 1st Team got through HMU by their ready time on set

2nd AD - Hulu Promo | Secret Lives of Mormon Wives

COVE CONTENT, Highland, UT | March 2025

- Relayed important information between the 1st AD, director, and production departments

Associate Producer - Feature | Edie Arnold is a Loser

Short Form LLC, Salt Lake City, UT | Aug 2024 - Sep 2024

- Drafted talent release forms and crew deal memos
- Created parking maps for each location

Basecamp PA - Feature | One Big Happy Family

Electric Entertainment, Salt Lake City, UT | May 2023

- Completed the Exhibit G, DTS, and prepped PR for the 2nd AD by the end of the day

LICENSES AND CERTIFICATIONS

Utah Film Commission PA Certification



contactellieheiner@gmail.com

801-289-6575

[Linkedin](#)

[IMDb](#)

EDUCATION

Weber State University

Aug 2020 - April 2024

Bachelors in Film Studies

SKILLS

Interpersonal Communication

Detail-Oriented

Efficient Document Routing

REFERENCES

Kili Maile

1st AD kmaile1231@gmail.com

Jennie Morris

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Tyler Young

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