

Amy Shirk

1243 S 800 E, Salt Lake City, Utah 84105 | (610) 812 2690 | ashirk613@gmail.com

FILM INDUSTRY EXPERIENCE

Netflix - Production Sustainability Advisor (PSA)

October 2024 – January 2025

- Worked closely with production departments to identify and implement sustainability practices that reduce carbon emissions and environmental impacts on set.
- Coordinated initiatives to minimize fuel and carbon emissions, educating crew members and tracking sustainability metrics.
- Developed and implemented waste reduction strategies, including reducing, reusing, recycling and composting, to ensure compliance with sustainability goals.
- Engaged with vendors to source a range of sustainable products and services, such as clean technology, electric vehicles, batteries, contributing to a circular economy within production.
- Documented sustainability data (fuel logs, odometer readings, food donations, waste data) to inform decision-making and support continuous improvement.
- Collaborated with all production departments and the Regional Sustainability Advisor to Netflix, to report progress and overcome sustainability challenges.

Moving Pictures Limited - (full service film and video production rental house)

January 2024 - Present

- Continuously expand knowledge of Grip and Electric equipment to provide expert support and ensure smooth operations.
- Work closely with highly knowledgeable Grip and Electric crews to gain in-depth insights into industry practices and the G&E department.
- Perform regular maintenance checks and coordinate repairs for any faulty equipment, ensuring reliability and safety.
- Stay abreast of industry trends and technological advancements to offer the latest and most effective solutions to clients.
- Network with fellow Gaffers, Grips, and other industry professionals in the Salt Lake area to cultivate and strengthen professional relationships.
- Manage and update the inventory of film equipment, ensuring all items are properly accounted for and in optimal working condition.
- Partner with various production companies to facilitate seamless service delivery and consistently exceed client expectations.
- Proactively seek opportunities to enhance client satisfaction and loyalty through tailored support and strategic advice.
- Provide assistance to industry peers with equipment-related issues or inquiries, delivering support and guidance to resolve problems efficiently.

ADDITIONAL FREELANCE FILM INDUSTRY EXPERIENCE

TV Campaign 2025 - Key Production Assistant

Natural History Museum of Utah

Traverse Films - Salt Lake City

February 2025

BRAND USA Docustyle AD- Key Production Assistant

“How Did I Get Here?”

Tempt Films - Salt Lake City

January 2025

“The Scarcity Zone” - Key Grip

Short Film

Utah Amateurs 48 Hour Film Festival Nashville 2024

August 2024

Betrayal Season 2 - Production Assistant

Docuseries (True Crime) - Interviews

Hulu & Glass Entertainment group - Salt Lake City

Heritage Manufacturing - Set Lighting Technician/ PA

Commercial (Gun) “The Roscoe Series”

TS/SCI Media - Salt Lake City

April 2024

Betrayal Season 2 - Production Assistant

Docuseries (True Crime) - B-Roll

Hulu & Glass Entertainment Group - Philadelphia, PA

March -May 2024

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ENVIRONMENTAL EXPERIENCE

Forestry Technician| Bureau of Land Management | West Valley City , UT

May 2019 – Jan 2024

- Spent four (5) seasons in Wildland Fire. Four (4) on a hotshot Crew and one (1) on an Engine.
- Demonstrated strong leadership skills as a Crew Leader, overseeing and directing teams of 10-15 individuals in high-pressure environments.
- Awarded the Rookie of the Year accolade in recognition of exemplary dedication, initiative, and a commitment to continuous learning.
- Successfully led the initiative to replace single-use plastic water bottles with reusable alternatives for the crew, significantly reducing the environmental footprint and promoting sustainable practices.
- Utilized effective communication skills to coordinate fire suppression efforts and maintain safety protocols during wildfire incidents.
- Developed exceptional problem-solving abilities through the implementation of strategic firefighting tactics and resource management techniques.
- Proficiently trained as an Incident Commander, demonstrating decisive leadership in the effective management of a small-scale incident. Led on-site operations, orchestrating resource allocation, personnel coordination, and strategic planning to ensure swift and successful fire suppression.
- Developed a deep understanding of the ecosystems and environments I've worked in, including the role of fire in maintaining ecological balance, as well as the potential impacts of firefighting activities on wildlife, water sources, and vegetation.

Crew Leader| Canyon Country Youth Corps | Monticello, UT

August 2017 – May 2019

- Demonstrated strong leadership and mentorship skills as a Crew Leader, guiding and supervising high school students and young adults in various conservation projects, including trail building, maintenance, and invasive species removal.
- Effectively managed and delegated tasks to ensure the successful completion of projects within established timelines, showcasing excellent organizational and time management abilities.
- Fostered a positive and collaborative team environment by promoting open communication, resolving conflicts, and providing constructive feedback to encourage growth and development among crew members.
- Utilized problem-solving skills to address challenges and adapt to changing circumstances during outdoor conservation activities, demonstrating resilience and resourcefulness in high-pressure situations.
- Maintained detailed records and documentation of project progress, expenses, and safety protocols, highlighting meticulous attention to detail and adherence to established procedures.
- Facilitated training sessions and workshops to educate crew members on proper conservation techniques, safety protocols, and equipment operation, showcasing effective communication and instructional abilities.
- Collaborated with administrative staff and supervisors to coordinate logistics, scheduling, and resource allocation for conservation projects, demonstrating strong teamwork and coordination skills.
- Exhibited flexibility and adaptability in responding to dynamic work environments and unexpected challenges, showcasing the ability to thrive in fast-paced and unpredictable situations.
- Develop and conduct educational sessions or distribute materials to inform crew members about sustainability goals and practices, Assist youth and members in creating and executing plans to minimize waste generation and establish effective recycling and composting systems.

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PROFESSIONAL EXPERIENCE

Scientific Research & Grants Administration| American Association for Cancer Research Mar 2017 – Aug 2017

- Provided administrative, clerical, and project management support to the Director, Program Administrators, and Program Coordinators of the Stand Up To Cancer (SU2C) program.
- Communicated with donors regarding grant recipients, and with scientists regarding their participation in conferences.
- Worked with grants admin. department to learn about grants distribution, grant writing and pre/post grant organization.
- Assisted in the planning and scheduling of Annual Meetings where scientists, clinicians, other health care professionals, and advocates meet to share the latest advances in cancer science and medicine.

Contracts & Proposals Coordinator| Falcon Consulting, LLC (A Schulman IRB Company) Feb 2015 – Mar 2017

- Knowledge of the Life Sciences industry, the R&D process (Clinical), and pharmaceutical and medical terminology.
- Cultivated strong customer relationship skills, including communications, issue management, and follow up related to proposal and contract processes, leading to high customer satisfaction.
- Established expertise in the preparation, review, analysis and revision of internal and external contracts and proposals.
- Developed and created mechanisms to track and manage the contract and proposal process and project status, driving achievement of process objectives; Key resource for clients/subcontractors regarding planning and/or any contractual needs.
- Built several new systems & databases to track and manage the onboarding process of subcontractors, leading to consistency and efficiency improvements. Proactive maintenance of all the trackers.

Volunteer Experience

Assistant Coach, Kensington Soccer Club
Electric Factory Concert Venue
Philadelphia Parks and Recreation – Love Your Park Foundation

Certifications, Affiliations and Honors

Rookie of the year	2020
Freelance Website Development/Design	
AmeriCorps Member of the Month	2018
Certified Belay/ Instructor	2016

Other Skills

Proficiency with basic HTML, CSS and JAVA Skilled with Avenza, Gaia GPS and Google Maps
Program Data Analysis software SPSS & STATA
Proficiency with Adobe Illustrator & Photoshop, Microsoft Office, Google Drive, Adobe Acrobat, and Apple/iCloud devices

EDUCATION

B.A., Sociology, Minor, Environmental Studies, Temple University College of Liberal Arts, Philadelphia, PA