

James Barrett (he/him)
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Education

B.A. in Film and Visual Studies
George Mason University 2019, *Dean's List*

Skills & Utilities

Project Management, Data Organization, Workload Prioritization, Microsoft Office, Google Workspace, Caset, Scenechronize

Office Creative Experience

Triumph - Summer Unit (Feature Film)

Production Coordinator

June 2025 - August 2025

- Completed SAG paperwork, actor and stunt start work, as well as other cast and crew hiring logistics
- Served as communication hub between departments
- Sourced and tracked equipment, vehicles, and general shooting supplies
- Supervised production office

Is This Thing On? (Feature Film)

Production Secretary

January 2025 - May 2025

Triumph - Winter Unit (Feature Film)

Production Secretary

October 2024 - December 2024

- Sending Call Sheets, Schedules, and other confidential and company-wide distribution
- Maintaining organized records of equipment, expendables, vehicles, and all other constantly evolving data on a film shoot
- Reconciling receipts, coding per the budget, mastering Caset

Rosemead (Feature Film)

Key Office Production Assistant

January 2024 - February 2024

- Completed hands-on tasks maintaining office and administrative organization, as well as through online databases including DropBox, Google Drive, and Croogloo with a focus on attention to detail, expediency, and organization
- Performed runs, pickups, drop-offs and other last minute errands to ensure smooth production both on set and from the office
- Helped set-up and tear down for pre-production events, including camera tests and tech scouts

Fallout (Amazon Prime Original Series)

Key Testing Administrator

November 2022 - February 2023

- Led a team responsible for coordinating Covid19 testing for hundreds of background cast, stunt doubles, and stand-ins
- Organized and cataloged records of daily Covid19 test time, location, and results for over 500 cast and crew members
- Managed staff to ensure work was completed in a timely manner and to the needs of the team
- Facilitated conversations between departments to ensure all department employees met eligible work requirements
- Completed payroll for all background actors, stand-ins, and stunt doubles to cover testing stipends

Additional Creative Experience:

Anora (Feature Film) - Craft Services Production Assistant

Rauw Alejandro "Touching the Sky" (Music Video) - Production Assistant

Additional Professional Experience

Custom Ink LLC

Sales Representative

February 2020 - September 2022

Regal Entertainment Group

Associate Manager

October 2015 - February 2020