

VICTORIA FRAUNBERGER

+1(561) 614-7541 Vfraunberger1@gmail.com

Organized, hardworking solution and results oriented individual seeking a fast paced and challenging position that will leverage my professional capabilities. Worldwide availability. Bilingual.

PROFESSIONAL EXPERIENCE

FLG Productions, "Florida Girls" LLC Oct.2018-Present

Personal Ass. to Executive Producer/Creator/Writer Laura Chinn and Jared Miller – SA, GA

Universal Cable Productions The ACT Sep.2018 – Oct.2018

Casting Director Assistant to Cynthia Stillwell Savannah, GA

Moon Rabbit Media "Soldier's Heart" 2018

Casting Director Savannah, GA

Sobini Films "Emperor" May 2018 – July 2018

Assistant to Mark Amin - Founder of Hallmark and CEO of Lionsgate

Director Left hand including creative opinion, Script coordinator, managing

- daily Events/Meetings, On Set support, handling information request

Kamaleson Family December 2017 – May 2018

High standard Family Manager/ International Travel Support Savannah, GA

Daily duties for 6 kids and their parents.

Unser TV Martin Lachmaier August – November 2017

Executive/Creative Assistant (EA) Wolkersdorf, Austria

- Managing Budgets, bookkeeping, making travel arrangements managing daily Events/Meetings, Productions
- Negotiating contracts and fees, Managing budgets, Booking performers, Handling Publicity
- Creative Director Left hand including creative opinion

Restore Rentals Film industry Rentals January -August 2017

Executive Assistant to CEO Atlanta, GA

- High Level administrative support to owner, handling information request, performing clerical functions
- Preparing correspondence, receiving high level visitors (Actor, DP), arranging calls, scheduling and attending meetings
- Running errands, arranging Interior design, talking measurements and organizing the warehouse

Balatro Vintage Gallery December 2014 – December 2017

Personal / Shop Assistant Palm Beach, FL

Perform all opening and closing duties, maintain Inventory and accounting/banking

Assist a highly demanding owner with her personal and business related affairs

ADDITIONAL QUALIFICATIONS

Basic knowledge in Microsoft/Apple, Final Draft, Security Trust Professional (SVP), B

Driving license, Forklift license, First aid, "Measures of first aid in cases of poisoning"

and "toddlers", Welding and Chainsaw Diploma → Fluent in German&English, trained

chef, acting and stunt experience.