

Courtney Kova Walker

(717) 525-2262

C.Kova.W@gmail.com

EDUCATION

Indiana University of Pennsylvania

Bachelor's of Hospitality
Management

SKILLS

Excellent Communicator &
Organizer

Problem Solving
Office Budgeting
Scenecronize
Excel

Google Docs
Zoom Meetings
Production Scheduling
Production Reports
Travel Coordinating

PROFESSIONAL REFERENCES

Cheryl Miller: Producer
Email:covwmonster@aol.com
(323)353-5214

Moe Bardach: Line Producer
Email:mocations@icloud.com
(646)438-3980

Megan Lombardo: UPM
Email:megan.lombardo@gmail.com
(917)453-0988

Creative and responsive Assistant Production Coordinator. Skilled at providing aid to crew in all stages of production. Adept at managing several tasks simultaneously while following precise instructions and executing studio procedures. Always interacts and represents the team with a friendly and professional demeanor.

EXPERIENCE

SONY/Amazon Freevee "CLEAN SLATE S1"

APC: February 2023-July 2023

ARRAY Studios "ORIGIN"

APC / Secretary: October 2022-February 2023

AMC/Stalwart Productions, LLC "FEAR THE WALKING DEAD S8"

Secretary: May 2022-October 2022

SONY "PANHANDLE S1"

Production Office Assistant: February 2022-May 2022

Universal Content Productions LLC/Hulu

"THE GIRL FROM PLAINVILLE S1"

Production Office Assistant: June 2021-January 2022

Nefflix "THE FIRST KILL S1"

Location Assistant: May 2021-June 2021

Paramount Pictures "DEVOTION"

Cast Assistant to Jonathan Majors & Glen Powell: January 2021-May 2021

Steel Springs Pictures "ALICE"

Director Assistant: October 2020-November 2020

MTV/POP TV "FLORIDA GIRLS S2"

Showrunner/Executive Producer's Assistant: February 2020-March 2020