

ALISON BROWN

WORK EXPERIENCE – Film

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(601) 941-1579

BEAUTY IN BLACK, SEASON 2 SET WALKIE PRODUCTION ASSISTANT SEP - OCT 2024 Worked closely with Key 2nd AD to ready Call sheets, Shooting orders and other daily tasks.

SHE THE PEOPLE OFFICE PRODUCTION ASSISTANT SEP - OCT 2024 Print and distribute daily paperwork (e.g. scripts, call sheets). Managed budgets and expenses, tracked deadlines, scheduled meetings, ensured effective communication between all relevant parties, Managed data for the production, answered phones and emails, made copies of scripts and other documents, and acted as a liaison between departments

YOUNG DYLAN, SEASON 5 SET WALKIE PRODUCTION ASSISTANT SEP - OCT 2024 Tab and distribute daily paperwork (e.g. scripts, call sheets). Worked as a walkie PA, sorted and distributed and keep inventory for all walkies, attended to set lockups and lunch counts and acted as a liaison between departments.

TYLER PERRY ZATIMA, SEASON 4 PRODUCER'S ASSISTANT JUN - JUL 2024 Worked closely with the Producer from pre-production through production, wrote coverage on scripts, draft letters, made and managed phone calls, assist- ed with on-set duties, created Excel documents for production and acted as a liaison between the producers and the department heads

TYLER PERRY SISTAS, SEASON 8 PRODUCER'S ASSISTANT MAY - JUN 2024 Worked closely with the Producer from pre-production through production, wrote coverage on scripts, draft letters, made and managed phone calls, assist- ed with on-set duties, created Excel documents for production and acted as a liaison between the producers and the department heads

BEAUTY IN BLACK, TYLER PERRY PRODUCTION ASSISTANT APR - MAY 2024 Worked as first team assist and worked closely with Key 2nd on call sheets and scheduling.

JAN - MAR 2024 Worked closely with the Producer from pre-production through production, wrote coverage on scripts, draft letters, made and managed phone calls, assisted with on-set duties, created Excel documents for production and acted as a liaison between the producers and the department heads

PANHANDLE, SONY PRODUCTION ASSISTANT APRIL 2022 Worked as a Lockup PA and assisted the AD team with daily operations – Day Played for 2 days

TRUE SOUTH, SEASON 5 PRODUCTION ASSISTANT APRIL 2022 Supported crew members on set, prepared and packaged items, handled production paperwork and Lockups

SPITE: A DAY TO DIE, LLC OFFICE PRODUCTION ASSISTANT APRIL 2021 Print and distribute daily paperwork (e.g. scripts, call sheets). Escort actors around the filming area and coordinate extras. Conduct crowd control by putting up signs, directing pedestrians away from filming, lock down sets etc. Acted as a runner distributing messages or items within film crew and cast.

Skills

SOFTWARE

MICROSOFT WORD
MICROSOFT EXCEL
MICROSOFT POWERPOINT
ADOBE INDESIGN
ADOBE PHOTOSHOP
ADOBE PREMIERE
ADOBE LIGHTROOM
AVID MEDIA COMPOSER
MOVIE MAGIC SCHEDULING
MAC OS
PC OS

SKILLS

PROJECT ORGANIZATION
TIME MANAGEMENT
DETAIL ORIENTED
PROBLEM SOLVING
TEAM COMMUNICATION
PATIENCE
COLLABORATION

AWARDS

TACO BELL LIVE MAS SCHOL- ARSHIP 2018, 2019, 2020, 2021
SCAD ACHIEVEMENT SCHOLARSHIP DEAN'S LIST 2018-2022

EDUCATION

SAVANNAH COLLEGE OF ART AND DESIGN

SAVANNAH, GA

B.F.A IN FILM & TELEVISION

OFFICIAL GRADUATION AUG 25, 2022 GPA 3.82, MAGNA CUM LAUDE

MISSISSIPPI SCHOOL OF THE ARTS

BROOKHAVEN, MS

HIGH SCHOOL DIPLOMA

OFFICIAL GRADUATION MAY 15, 2018 GPA 3.93, RANK 8 OF 70

SPECIAL TRAINING

New York Film Academy 3 Week Film intensive Summer 2016

3 college credits earned