



# LETRESE FREEMAN

Production Assistant

## EDUCATION

---

Clayton State University  
Georgia Film Academy

- Member of Student Film Society
- Volunteer with the Atlanta Film Festival Season 2016-Current

## WORK EXPERIENCE

---

Set Designer

### Fox Soul

- assist the Set Decorator in the research, purchase, rental, leasing and acquisition of all items and materials used as set decor. Responsible for the carriage, movement, placement and preparation of all dressings within the studio and the maintenance, replacement and listing of inventory.

Production Manager

### Pivotal 5 Media

- responsible for budgets, shooting schedules, and managing of pre production, production and Post production. Partnered with the producers to make a shooting schedule that satisfies the scheduling restrictions of all cast and crew as well as location availability. Work with the line producer to hire crews and contract with suppliers.

Production Manager

### Universal Music Group

- Responsible for overseeing the initial location scouting and managing any financial arrangements to secure locations. Created a working budget that accurately accounted for personnel, equipment, and locations.

Art PA- Iman Entertainment

Location PA-Swirl Films

PA- Summit Entertainment

## SOFTWARE

---

Adobe Premiere  
Adobe Photoshop  
Adobe Lightroom  
Avid Media Composer  
Final Cut Pro  
Slack  
Microsoft office/excel  
Zoom

## OBJECTIVE

Seeking to obtain a position as PA within the music and entertainment industry to expand my experience, skills and knowledge. My goal is to have enough working credits to join my local union and build long lasting professional relationship.

## CONTACT

PHONE:  
770-656-3291

TWITTER:  
On\_Set4Life

EMAIL:  
Letresef2111@aol.com

## HOBBIES

Love to shop for Unique and Antique items at local Estate Sales.

Vinyl Records Collector

Turner Classic Film Obsessed

The Hollywood Reporter

## References

Alicia Godsmach (862) 262-2175

Ivoy Bowe (678) 471-1479

Laylana Abner (310) 402-8677