

LAURA GILMORE

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STATEMENT

Seeking opportunities to further my writing skills and experience in the tv and film industry. To gain more knowledge to succeed in the industry.

EXPERIENCE

GROUP INITIATIVE EFFORT/ NETFLIX PRODUCTION BOOTCAMP

- Different department Production Assistant Jobs and responsibilities
- How to get into the Film industry
- How to break down a script
- How to work towards your goals

PEAR BLOSSOM HIGHWAY LUNCH P.A

- Took lunch orders for crew members
- Delivered lunch to crew members
- Ordered lunches
- Called restaurants to place orders

TRIGGER WARNING NETFLIX SET P.A

- Did Lock ups
- Response to radio calls
- Assisted Key Set P.A with responsibilities

NBC/ Goodwill P.A. Workshop

- Was trained how to do Lockdowns
- radios
- what to do on set in the event of emergencies.

Canyon Del Muerto Covid Monitor

- Administered Covid tests to cast and crew
- Sanitized every touchable surface on set
- Made sure crew was following Covid social distancing rules
- Making sure temperatures were taken twice a day.

Roswell, New Mexico TV series Set Production Assistant Day Player

- Was trained on radios
- Set protocols

- Lockdowns

Office Production Assistant; Marika Day Films

- Production office administrative support
- filing, mail delivery
- office cleaning.

Office Production Assistant; Mason Bros., LLC Intern

- maintained SAG/AFTRA contracts
- created reports & documents with timely submission
- reviewed activities for production team
- assisted crews with set building

Offset WebSeries Key Set Production Assistant,

- Writer, Associate Producer, Offset WebSeries
- Wrote Episode 1S2 The Cowboy Rapper
- Maintained set safety
- Raised money for season

SKILLS & ABILITIES

- Professional
- Excellent team attitude
- Observant to details
- Motivated & quick learner
- Office administrative support
- Task oriented
- Super oral communication skills
- Proficient in Microsoft Office
- Proficient using Final draft screenwriting software

EDUCATION

- 1/2016 BS in Criminal Investigation; Everest University Online, Orlando, Florida
- 3/2021 Film Writing with Ashlee Mentoring Program

REFERENCES

Marika Day- Production Coordinator Manson Brothers Midnight Zombie Massacre 505-670-5140

Melissa Laude Bosco – Health and Safety Manager Canyon Del Muerto 323-717-4119

Allan Gaitirira - Unit Production Manager 240-498-1074