

---

# SHEILA ATKINSON

---



SHEILAE3939@OUTLOOK..COM



414-406-1196



WWW.LINKEDIN.COM/IN/SHEILA-  
ATKINSON-5A96A25/



WWW.IMDB.COM/NAME/NM4776286

---

## OBJECTIVE

---

Motivated and dedicated Production Coordinator seeking a staffed position in reputable production company and utilize the very best of my professional abilities and be an invaluable asset to the production team.

---

## EDUCATION

---

BA Fine Arts Music and Film  
University of Wisconsin - Milwaukee

---

## PRODUCTION COMPANIES WORKED FOR

---

ABC \* ABC FAMILY \* AMAZON \*  
BEYOND THE MOTHERSHIP \*  
COMEDY CENTRAL \* COSMOS  
STUDIOS \* HULU \* NEW LINE \*  
MARVEL \* ORIGINAL PRODUCTIONS  
\* PARAMOUNT \* TWENTIETH  
CENTURY FOX \* SYFY \* UNIVERSAL

---

## PROFESSIONAL EXPERIENCE

---

- **Technical Proficiencies:** Adobe Acrobat Pro, Microsoft Excel, and Word, Google Suite, basic Photoshop and Scenecronize. I am able to catch on to new programs quickly and can work on both Mac and Windows.
  - **Strengths:** Enthusiastic and creative: will finish what is started. Excellent verbal and communication skills dependable, punctual, professional, and pay attention to details. Ability to work independently and self-motivated.
  - **Film and Television Production:** Experience in Features, Scripted and Non-Scripted Television, Commercials, and wide range of other types of Production. Effective at Organizing and coordinating shoots, on and off set.
- 

---

## PROFESSIONAL EXPERIENCE

---

### PRODUCTION COORDINATOR

2018 – 2019

RTR Media / Hidden Potential S.2

2015 – 2018

Original Productions / Jay Leno's Garage S.1 – S.3, Axe Men Shelby Special, Fire Chasers, 2 Pilots

- Organized and managed on location and in office: Crew Start Paperwork, Time Cards, Per Diem, Purchases Orders, Hiring Production Assistants, Setting up Vendor Accounts, Handling Releases.
- Monitored and coordinated on set crew, and Production Assistants as an Assistant Director from crew overages and safety.
- In charge of creating and distributing Call Sheets and Production Reports.
- Arranged talent and crew meals.
- Assisted in booking travel, ordering equipment and props, and keeping production files up to date with paid invoices.

### ASSOCIATE PRODUCER

2012 – Present

M and M Films Los Angeles, CA / Trigger

- Provided Practical support to the Director and Production team during the creative process of the film and Post Production.
- Attended Production rehearsals, assisted with casting.
- Handled administrative organizational tasks, to help the production run smoothly and on time.
- Acted as a contact for all Crew, Actors and Background Actors.
- Hired Production Crew, worked with vendors and locations.

### ASSISTANT DIRECTOR AND PRODUCTION ASSISTANT

2012 – Present

Man Camp, Money Where your Mouth is, Goliath, Revenge, Switched at Birth, Terminator Genesys, Annabelle, Captain America: the Winter Soldier

- Coordinated Production Assistants
- Assisted Assistant Director as a 2<sup>nd</sup> second AD, coordinating Call Sheets, Production Reports, Exhibit G, Background Actors and talent vouchers. Collected time cards and reviewed for overages.
- Assisted in gathering principle actors and any on set and location needs.