

LaQuita Langhorn

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Objective

To obtain a crew position for commercial or independent film production where I can share my professional skills and maintain steady work within the film industry.

Education

BA IN ART IN FILM & VIDEO PRODUCTION, MAY 2023, UNIVERSITY OF MEMPHIS

- Film & Video Production

Experience

ASSISTANT DIRECTOR | RIPP ENTERTAINMENT | AUGUST 2023 – PRESENT

- Lift equipment
- Assist actors on set with wardrobe and scene details
- Set Design
- Gaffer and Sound Tech
- Script Supervisor
- Light Production Assistant duties
- Communicate with actors and crew
- Attend meetings and castings for new projects
- Assist with casting for feature films
- Assist with actor rehearsals
- Maintain call sheet and schedule

PRODUCTION ASSISTANT FOR TV PILOT SCREENING EVENT | TAMIEKA BRISCOE | SEPTEMBER 2022 – OCTOBER 2023

- Reviewed resumes of potential writers
- Assist with scheduling meetings
- Aid director in getting marketing materials
- Assist director with promoting red carpet event
- Scout locations for red carpet event
- Manage applications of potential writers
- Organize event details with director and producer
- Travel to Los Angeles to attend and help at event

- Assist vendors and other production assistants
- Set Design
- Work as Production Assistant for event
- Communicate with director and producer on any changes

Skills & Abilities

COMMUNICATION

- Excellent Time Management Skills
- Great Verbal and Written Communication abilities
- Ability to schedule and follow-up for casting
- Computer and editing software skills
 - Experience with MS office suite and data entry
 - Booking, payroll and clerical skills
 - Can present ideas and presentations on Powerpoint
 - Ability to pay attention to detail and follow instructions
 - Team Player and collaborative skills