

EMMA-CHARLOTTE SMALLS

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SENIOR PRODUCTION COORDINATOR

Production Coordinator/Associate Producer with experience working with high-profile clients, including Amazon Music, AWS, Nike, L'Oréal, ADP, Showtime, and Verizon.

Project Management | Budgeting | Scheduling | Production Tracking | Expense Reporting | Hiring
Vendor Invoicing | Travel & Logistics | Process Development | Team Leadership | Payroll | Documentation
Training & Mentoring | Stakeholder Management | Branding | Promotional Campaigns

PROFESSIONAL EXPERIENCE

Senior Production Coordinator/Associate Producer | MALKA MEDIA – Santa Monica, CA 12/2021 – Present
Support producers with pre-production, production, and post-production of network shows and one-off projects, including assisting with budget, timeline, and schedule creation.

- Manage project folders and maintain production trackers for projects.
- Manage expense reporting and vendor invoicing at the Santa Monica Office.
- Manage payroll and production paperwork between production and finance teams.
- Create job codes, invoices, and quotes and manage time tracking.
- Manage production documents, call sheets, crew lists, and permits.
- Coordinate with internal/external teams prior to each shoot to align project details.
- Source hires for creative projects, such as directors; photographers; and camera, grip and electric (G&E), and production crews.
- Provide training and mentorship to junior staff.
- Develop and create efficient production processes.
- Manage travel and logistics for shoots within the U.S.
- Manage freelance crews, A-list talent, clients, and stakeholders on set.

Production Assistant/Executive Assistant | MALKA MEDIA – Santa Monica, CA 06/2021 – 12/2021
Provided pre-production/production support for network shows, including assisting with production runs, researching vendors, purchasing props/equipment, managing talent, supervising runners, and handling catering. Managed schedules, travel, and meetings/appointments for executives.

- Greeted guests and A-list talent in studio.
- Researched potential crew hires for network shows.
- Scheduled production meetings.

Production Assistant | CONSCIOUS MINDS STUDIO – Pasadena, CA 01/2021 – 06/2021
Provided pre-production/production support, including purchasing equipment and props. Facilitated setup of office/studio.

- Completed administrative tasks, including creating production paperwork, entering data, and making copies.
- Scheduled and took notes at production meetings.
- Researched potential crew availability, locations, and permits for special projects.
- Assisted stylist with wardrobe for creative projects.

Creative Coordinator | 7P PRODUCTIONS – Pinellas Park, FL 09/2019 – 09/2020
Collaborated with clients to produce new ideas for company branding and promotional campaigns on social channels. Coordinated production/post-production, including budgeting and scheduling.

- Managed creative meetings with small production team.
- Managed and monitored timelines for creative projects.
- Shaped brand standards and created procedures to ensure all products were brand appropriate.
- Created content (photography/videos) for clients.

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Page 2 | (757) 404-3385 | emmaholmgren@live.se

EDUCATION

Bachelor of Fine Arts, Practical Filmmaking | UNIVERSITY OF WEST LONDON – London, UK

09/2018

TECHNICAL SKILLS

Software

Adobe Creative Cloud (Premiere Pro, Photoshop, Illustrator, Lightroom) | NetSuite | Dropbox | Frame.io/Vimeo | Slack

Monday.com | Ramp/Expensify | Microsoft Office/365 | Google Workspace

Equipment

Canon 60 & C100 | Canon 5D Mark II, III, IV | Black Magic Cinema 4K | Sony A7S & F3 | Arri Alexa Mini | Arri Alexa Amira