



“Production! May I help you?”

Pamela Alessandrelli
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SKILLS/DAILY TASKS:

1/2 hr before call, production distribution, update Production Reports, Exhibit G’s, SAG & stunt contracts, crew and vendor lists, script and schedule distribution, dailies, sides, L&D, Injury Reports, Minors Permits, Casting Data Report, PO’s, order equipment, Safety Memos, Cert of Ins, travel, shipping, uploading to studio website, train and hire office staff, organization and overall office management.

FILM & TELEVISION EXPERIENCE:

- 3/23-5/23 **“SUMMER CAMP”** Roadside Pictures (Assistant to Producer/Housing Coordinator)
- 11/22 **“MAN IN THE WHITE VAN”** Production Assistant (Pre-production)
- 8/21-9/21 **“SOUTH BEACH LOVE”** Hallmark Channel, Production Supervisor
- 5/21-7/21 **“A TASTE OF LOVE”** Digital Caviar, Production Supervisor (Independent Feature)
- 3/19-4/19 **“LOVE IN THE SUN”** Hallmark Channel, Production Coordinator
- 1/19-2/19 **“TRUE LOVE BLOOMS”** Hallmark Channel, Production Coordinator
- 11/18-12/18 **“THE LAUNDROMAT”** Netflix, Assistant Production Coordinator, Florida Unit
- 4/18-5/18 **“LOVE AT SEA”** Hallmark Channel, Production Coordinator, Cruise Ship Unit
- 2/18-4/18 **‘GRAND HOTEL’** ABC-TV Pilot, Assistant Production Coordinator
- 9/16 -4/17 **“BLOODLINE”** Netflix/Sony TV Season 3 - Assistant Production Coordinator
- 4/16-5/16 **“MISS PEREGRINE’S HOME”** 20TH Century Fox - Production Coordinator – Add’l Photo
- 3/16-4/16 **‘THE COMEDIAN’** Cinelou Films – Production Coordinator (Florida Unit)
- 7/15 -3/16 **“BLOODLINE”** Netflix/Sony TV Season 2 – Assistant Production Coordinator
- 1/15-3/15 **“MISS PEREGRINE’S HOME”** 20th Century Fox – Assistant Production Coordinator
- 2/14-12/14 **“BLOODLINE”** Season 1 Netflix/Sony TV – Assistant Production Coordinator
- 1/13-2/14 **“HOKE”** TV Pilot Fox FX – Assistant Production Coordinator

2/13-8/13 **“BURN NOTICE” Season 7** Fox TV - Assistant Production Coordinator

11/12-2/13 **“HEUTON & FALACCI PILOT”** NBC/Universal - Assistant Production Coordinator

2/12-10/12 **“BURN NOTICE” Season 6** Fox TV - Assistant Production Coordinator

10/11 **“PARKER”** Incentive Films - Assistant Production Coordinator (Florida Unit)

3/11-9/11 **“BURN NOTICE” Season 5** Fox TV - Assistant Production Coordinator

1/11-2/11 **“ALVIN 3: CHIPWRECKED”** - 20th Century Fox Films – (Florida Cruise ship crew)

2/10-9/10 **“BURN NOTICE” Season 4** -Fox TV – Assistant Production Coordinator

6/09 **“JUSTIFIED”** Sony Entertainment/FX – Assistant Production Coordinator (Florida crew)

2/09-3/09 **“SARASOTA FILM FESTIVAL”** Director of Guest Services

9/07-3/08 **“SEX DRIVE”** Summit Entertainment - Assistant Production Coordinator (Hollywood, FL)

7/07 **“CSI: MIAMI”/CBS Television** - Assistant Production Coordinator (Miami)

4/07 **“UNTITLED TODD SOLONZ 2007”** - Assistant Production Coordinator (Tampa, FL)

8/06-12/06 **“THE STRANGERS”** Focus Features - Assistant Production Coordinator (South Carolina)

11/05-2/06 **“FACTORY GIRL”** Weinstein Co. & L.I.F.T. - Assistant Production Coordinator (Louisiana)

5/05-9/05 **“HOOT”/Walden Media & New Line** - Production Secretary (Ft. Lauderdale)

4/04-6/04 **“ISLAND FEVER”** Three Ring Productions - Production Coordinator (Sarasota, FL)

1/04-2/04 **“MANCHURIAN CANDIDATE”/Paramount Pictures**-Production Secretary (Jacksonville, FL)

5/03-9/03 **“THE PUNISHER”/Artisan & Marvel Comics** - Assistant Production Coordinator (Tampa, FL)

11/02-3/03 **“FROM JUSTIN TO KELLY”/20TH Century Fox** - Assistant Production Coordinator (Miami)

10/02-11/02 **“CSI: MIAMI”/CBS Television** - Assistant Production Coordinator (Miami)

6/02-8/02 **“OUT OF TIME”/MGM Pictures** - Housing Coordinator for location (West Coast, FL)

12/01-2/02 **“THE BAIL”/Square Grouper Productions** - Assistant Production Coordinator (Sarasota)

10/1-/12/01 **“KERMIT’S SWAMP YEARS”/Jim Henson Company** - Production Secretary (Orlando)

8/00-6/01 **“SHEENA”/Columbia Tri Star Television** Production Secretary (Orlando)

11/99-1/00 **“GROWING UP BRADY”** Paramount Pictures - Assistant Production Coordinator (L.A.)

3/99-6/99 **“LA SHERIFF’S HOMICIDE** Paramount Pictures Assistant Production Coordinator (L.A.)

- 3/97-10/97 **“X-FILES: “FIGHT THE FUTURE”**/20th Century Fox Films - Assistant to Producer (L.A.)
- 10/94-6/96 **“SURVIVORS OF THE SHOAH VISUAL HISTORY”** Research Coordinator
- 8/94-10/94 **“SPECIES”**/MGM & Hometown Films Assistant Production Coordinator (L.A.)
- 9/92-7/92 **“FATHERHOOD”** Hollywood Pictures - Assistant to Producer & Director (L.A.)
- 9/90-9/92 **“BOUND BY HONOR”** Hollywood Pictures - Assistant Production Coordinator (L.A.)
- 5/90- 7/90 **“COUNTDOWN”** von Zerneck Sertner Films - Production Secretary (L.A.)
- 8/88-4/90 **“DIE HARD”** 20th Century Fox/Silver Pictures Assistant to John McTiernan (L.A.)
“LETHAL WEAPON 2” Warner Bros. /Silver Pictures Assistant to Joel Silver (L.A.)
“ROAD HOUSE” United Artists/Silver Pictures Assistant to Joel Silver (L.A.)
“TALES FROM THE CRYPT”/HBO/Silver Pictures Assistant to Joel Silver (L.A.)

CORPORATE EXPERIENCE:

- 10/83-8/88 **20TH CENTURY FOX FILMS & TELEVISION**
Television: Assistant to Sr. VP of Advertising/Publicity/Promotion
Film: Co-op Advertising with exhibitors
- 9/79-10/83 **J. WALTER THOMPSON ADVERTISING** – New York & Los Angeles
New York: Print Media Forwarder, Los Angeles: Executive Assistant to Sr. VP

VOLUNTEER & PART TIME EXPERIENCE

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| Brookside Middle School (Sarasota) | French Film Festival (Sarasota) |
| Siesta Key Chamber of Commerce (Sarasota) | Live From the Record Plant- PA (L.A.) |
| Tour Guide - City of Los Angeles (L.A.) | Riverview High School (Sarasota) |
| “125 Volt Miracle” UCLA Student Film | Sarasota Film Festival |