

CAROLYN SCHAUMBURG

Production Assistant - Photographer

Los Angeles, California | 703-371-8768

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PROFESSIONAL SUMMARY

Experienced Production Assistant, Photographer, Writer, and Director with a passion for creative storytelling. Proven ability to thrive in fast-paced environments, anticipate needs, and deliver exceptional results.

PRODUCTION EXPERIENCE

A24 - *I Saw The TV Glow*

Set Decoration Office P.A. | July-August 2023

- Create and maintain administrative materials and arrange pick-ups and deliveries to set.
- Track and organize receipts of major department heads and input them to Caset.

Sunstrike Pictures - *Werewolf Game*

Production Assistant & Behind The Scenes Photographer | April 2022

- Navigate through all departments.
- Proactively anticipate the needs of principal actors and help.
- Navigate through all locations on set without causing distractions.
- Shot behind-the-scenes stills for the film, aimed for "Cute Casual Candid."s.
- Create a rough marketing game plan before production, then oversee the execution of said materials during production.

For The Taking LLC - *For The Taking*

Producer's Assistant | July 2022

- Anticipate and execute the needs of the on-set Producer in a supportive role throughout production on a tight schedule.
- Plan and execute events and meetings between cast and crew.

University of Virginia - *Department of Drama*

Prop Shop Assistant | Spring 2019 - Winter 2021

- Assistant to Prop Master for four semesters in all areas of the department; including but not limited to, organization, construction, maintenance of materials, and cross-department communication.
- Use of heavy machinery and extreme attention to detail of artistic execution.

EDUCATION:

University of Virginia Charlottesville, VA

Bachelor of Arts - Drama

SKILLS:

- Photography
- Microsoft Office
- Google Suit
- Interpersonal Communication