

Madison E. Cattle

425.345.2984 | madisoncattle@outlook.com | Spokane, WA

Career Profile

Team-oriented production coordinator with five years of professional experience multi-tasking in a fast-paced video production office setting. Practical knowledge in collaborating with creative teams, optimizing filing systems, project information management of 7+ projects at a time, and adapting data entry systems for maximum efficiency.

Film

Dreamin' Wild (2022) | Fruitland, LLC

Art Department Coordinator

Outpost (2022) | What's That Noise Films, LLC

Production Coordinator

Boon (2022) | Muscular Puppy

Basecamp Production Assistant

All Those Small Things (2021) | Rebel Kat Productions

Office Production Assistant

Home Sweet Home (2020) | 5x5 Productions Office

Production Assistant

Television

Penelope (2023) | Duplass Brothers

Production Coordinator

Z Nation Season 5 (2018) | The Asylum

Basecamp Production Assistant

Set Production Assistant

Office Production Assistant

Assistant Production Office Coordinator

Z Nation Season 4 (2017) | The Asylum Office

Production Assistant

Set Production Assistant

Professional Experience

Community-Minded Television 14 | Spokane, WA

Jun. 2020-Oct. 2021

Administrative Associate

- Manage project information of 7+ projects at one time varying from live productions to classes to short films.
- Administrative work such as contract creation, invoicing, communicating and coordinating with clients, project schedule creation, budget management, and aiding in managing project workflow.
- Development and maintenance of studio budget, invoice, equipment, and project tracking systems utilizing Microsoft Excel, Google Sheets, and Trello.com.
- Developed new filing system and organized over 2,000+ documents.
- Purchasing studio equipment, software, and office supplies while working within a set budget.

Dorian Studios | Spokane, WA

Feb. 2018-Nov. 2019

Image Editor

- Refined a multi-tasked workflow, using Adobe Lightroom and Photoshop to edit up to 400+ images daily from different clients.
- Met strict company, team, & individual edit deadlines.
- Happily provided aid to other departments as needed.

Eastern Washington University Housing and Residential Life | Cheney, WA

Sep. 2013-Dec. 2015

Community Adviser

- Completed clerical hall office duties which included organizing office, distributing mail, cleaning, answering student questions about university campus resources and locations, answering telephone, budget management.
- Advertised, planned, and actualized community programs for 30-200+ residents concerning stress, mental health, LGBTQ+, study habits, and sustainable living among other topics.
- Mediated disagreements and fostered the development of relationships among 30+ residents.

Education

Eastern Washington University | Bachelor of Arts, Film

Awards and Achievements

- ✓ Achievement in Cinematography | Eastern Washington University Theater and Film Department
- ✓ Returner of the Year Award | Eastern Washington University Housing and Residential Life