

Shannon Josie

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EXPERIENCE

Producer and Studio Manager

May 2022 - Present

Particle Creative & Studio | Seattle, WA

- Create budgets based on client expectations and ensure that allocations to departments are sufficient
- Manage and coordinate schedules to maximize filming time while also providing crew with adequate time to plan shots
- Maintain shotlist and script accuracy to reduce redundancies and ensure that post-production has all the content they need to meet the client's vision
- Reorganize equipment and supplies to maximize space utilization
- Ensure safety of the studio, coworkers, and equipment through routine maintenance and updated purchasing
- Facilitate clients' in-office experience by providing full-service

Video Line Producer / Production Coordinator

Wild Gravity | Seattle, WA

May 2018 – March 2020 | September 2020 - March 2022

- Work with and consult other departments and employees on event planning, venue booking, ordering equipment/ resource materials, onsite logistics, creation of timing rundowns/ shot list
- Manage scope and production schedules with internal and external production teams
- Submit timecards and invoices for all freelance crew members to appropriate departments for swift payment
- Develop and maintain relationships with clients to ensure their vision is executed correctly while maintaining client confidentiality on high-level campaigns
- Knowledgeable in video industry standard format and media management on Mac, PC, and networked environments.
- Operate cutting-edge equipment used during filming and post-production
- Work closely with the Head of Production to create budgets tailored to each client request

Freelance Production Assistant

May 2015 – May 2018

Film Industry | Seattle, WA

- Handle petty cash and keep financial records with ease
- Organize clients' scheduling, including car service, dinners, and entertainment
- Anticipate needs of clients before being asked
- Ensure safety of crew members and public while on set
- Assist with all departments to ensure all daily goals are met
- Expert at driving larger vehicles such as sprinter vans and box trucks
- Prioritize tasks based on necessity for each day

EDUCATION

Washington State University | Bachelor of Broadcast Journalism

December 2016

University of New England, NSW, Australia | Bachelor of Arts

January 2014 – October 2014

SKILLS

Windows | iOS | Social Platforms | Budgeting | Networking | Creative Problem Solving | Multitasking