
SHANE HALL

EXPERIENCE

❖ **OFFICE PRODUCTION ASSISTANT - THE WATERFRONT S1**, (UNIVERSAL NBC) – 2024

Sustainability point of contact, open and closing procedures, digital lunch forms and distribution, lunch pickup, office runs, personal P-card reconciliation (Cashet), kitchen restock and shop, misc duties

❖ **PRODUCTION ASSISTANT - SHEETZ PHOTOSHOOT**, (THE NEW BLACK CREATIVE) – 2024

Grip assist, stand-in, DP assist, prop handling, Wardrobe assist, music handling, etc.

❖ **PRODUCTION SECRETARY- THE SUMMER I TURNED PRETTY (S3)**, (AMAZON/WIIP) – 2023-2024 (*STRIKE*)

Managing office PA, new hire start, crew list editing, vendors, Cashet, distro training, Scenetime, assisting cast and crew, hiring Food trucks, Ordering office supplies and more

❖ **COVID COMPLIANCE OFFICER - COMMERCIAL**, (NASCAR) – 2023

PPE handler, high-touch surface sanitization, production assisting

❖ **PA- EDITORIAL PHOTOSHOOT**, (SAKS FIFTH AVE) – 2023

Transpo, Pickups and drop-offs, assisting producers, crafty, misc.

❖ **OFFICE PA- ELECTRIC LOVE**, (PARAMOUNT/NICKELODEON) – 2023

Craft runs, restock, lunch orders and runs, phone answering, dailies, schedule updates, P.O.s, timecard distro, P.R.s, office tidiness and organization, misc duties

❖ **OFFICE PA- THE SUMMER I TURNED PRETTY (S2)**, (AMAZON/WIIP) – 2022

Craft runs, restock, lunch orders and runs, phone answering, office tidiness and organization, misc duties

❖ **OFFICE PA- THE SUMMER I TURNED PRETTY**, (AMAZON/WIIP) – 2021

Craft runs, restock, lunch orders and runs, phone answering, office tidiness and organization, script deliveries to casts' home, misc duties

❖ **SUSTAINABILITY STEWARD- ALONG FOR THE RIDE**, (NETFLIX) – 2021

Finding sustainable vendors, communication with HODs for sustainability practices, "green" crew emails, recycling availability on site, implementing "PEACH" with each department, misc duties

❖ **COSTUMES/WARDROBE PA - THE RIGHTEOUS GEMSTONES**, (HBO) – 2021

Calendar/Film schedule monitoring and updating, Wardrobe crafty run, clothing and jewelry returns (online and in-store,), filing receipts for purchases and returns, documenting incoming and returns, dept. organization, misc duties

❖ **HEALTH & SAFETY SET OFFICER- I.S.S.**, (LD ENTERTAINMENT) – 2021

Preproduction daily stages sanitation, compliance, and prep-work, Set COVID compliance with cast and crew (Zone A), mask and shield handling for the cast, weekly scheduled stage fogging, on set PPE supplier, misc duties

❖ **HEALTH & SAFETY KEY SET OFFICER- THIS COUNTRY**, (FOX / LIONSGATE) – 2020/2021

On set/location compliance with cast and crew (Zone A), assisting coordinating team and duties, PPE supplier on set/location, on location procedures with air scrubber and sanitation, on set inquiries, assisting with testing coordination, and misc duties

❖ **HEALTH & SAFETY SET OFFICER - SCREAM**, (PARAMOUNT PICTURES / SPYGLASS) – 2020

On Set COVID compliance with cast and crew (Zone A), daily check-ins, set sanitation, PPE supplier on set/location, Proper PPE compliance with Cast/Directors/Producers, loading and unloading supplies, and misc duties

❖ **PA- ACCIDENT, SUICIDE OR MURDER (SEASON 2)**, (OXYGEN) – 2019

Production runs, lunch orders, assisting DP and AC, gear unloading & loading, stand-in, misc duties

❖ **PA- MARRIED AT FIRST SIGHT (SEASON 10)**, (LIFETIME) – 2019

Gear & props transport, props run, wardrobe preparation set decorating, craft services, crew transport, food services, and orders, producer's room set up, camera and lighting assistant, misc duties

❖ **SET PA- BITE CLUB (SEASON 2)**, (FOOD NETWORK) – 2019

Craft services, stand-in, set decorating, set up interview rooms, wardrobe, set lock up, production office, assisting directors and producers, talent errands, transportation, misc duties

❖ **PA- HARRIET TUBMAN - SOLIDER OF FREEDOM (SHORT FILM)** – 2018

Craft services, transport, setting up gear and equipment, assisting directors and producers, wardrobe assisting, set decorating, assisting cast and crew on-location, misc duties

❖ **SET PA- SPRING BAKING CHAMPIONSHIP (SEASON 5)** (FOOD NETWORK) – 2018

Picking up cast from hotel, transpo to studio, getting cast through HMU, escorting to stage, stage lock-up, assisting stage manager and crew, helping assist art dept. for set dressing, escorting eliminated contestants, transporting cast back to hotel, misc duties

❖ **SET PA- KIDS BAKING CHAMPIONSHIP (SEASON 6)** (FOOD NETWORK) – 2018

Picking up cast from hotel, transpo to studio, getting cast through HMU, escorting to stage, stage lock-up, assisting stage manager and crew, helping assist art dept. for set dressing, escorting eliminated contestants, transporting cast back to hotel, misc duties

❖ **SET PA- HOLIDAY BAKING CHAMPIONSHIP (SEASON 5)** (FOOD NETWORK) – 2018

Picking up cast from hotel, transpo to studio, getting cast through HMU, escorting to stage, stage lock-up, assisting stage manager and crew, helping assist art dept. for set dressing, escorting eliminated contestants, transporting cast back to hotel, misc duties

❖ **SET PA- KIDS BAKING CHAMPIONSHIP (SEASON 5)** (FOOD NETWORK) – 2018

Picking up cast from hotel, transpo to studio, getting cast through HMU, escorting to stage, stage lock-up, assisting stage manager and crew, helping assist art dept. for set dressing, escorting eliminated contestants, transporting cast back to hotel, misc duties

❖ **SET PA- HALLOWEEN BAKING CHAMPIONSHIP (SEASON 4)** (FOOD NETWORK) – 2018

Picking up cast from hotel, transpo to studio, getting cast through HMU, escorting to stage, stage lock-up, assisting stage manager and crew, helping assist art dept. for set dressing, escorting eliminated contestants, transporting cast back to hotel, misc duties