

# Anna Ray-Smith

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## EDUCATION

**MASTER OF FINE ARTS (MFA) in FILMMAKING, Creative Producing**  
**MAY 2020**  
University of North Carolina  
School of the Arts,  
Winston-Salem, NC

**BACHELOR OF SCIENCE (BS) in COMMUNICATIONS, Journalism**  
**JULY 2016**  
East Carolina University,  
Greenville, NC

## INDEPENDENT FILM EXPERIENCE

**FIREFLIES SAVE THE NIGHT (POST-PRODUCTION)**, Production Accountant

**THE BOY OUTSIDE (2021)**, Unit Production Manager/COVID Compliance Specialist

- Official Selection - 2021 Cucalorus Film Festival
- Official Selection - 2021 Indie Memphis
- Official Selection - 2021 New Orleans Film Festival

**SMOKING GUN: THE WEBSERIES (2019)**, Script Supervisor

- Winner -Venice Shorts Film Awards
- Winner of Best TV Series - Montreal Independent Film Festival
- Official Selection - 2020 Big Apple Film Festival and Screenplay Competition
- Official Selection - 2020 Around International Film Festival (Barcelona)
- Official Selection - 2020 Orlando Film Festival

**HOLY GROUND: THE LEGACY OF THE NATIONAL BLACK THEATRE FESTIVAL (POST-PRODUCTION)**

Producer's Assistant

**CHUECA (2018)**, Co-Director, Producer

- Winner of Best Drama Short; Life Story -2019 7th Art Film Festival of Miami
- Official Selection - 2019 El Lugar Sin Limites LGBT Film Festival (Ecuador)
- Official Selection - 2019 North Jersey Human Rights Film Festival
- Official Selection - 2019 K-Lidoscopi Short Film Festival (Spain)

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## SKILLS

**BILINGUAL (ENGLISH/SPANISH)**

**SCENECHRONIZE**

**SMARTPO**

**CASHET**

**ORGANIZATION**

**PUBLIC SPEAKING**

**ADMINISTRATIVE**

## WORK EXPERIENCE

**PRODUCTION SECRETARY**

*The Summer I Turned Pretty Season 2, Wilmington, NC May 2022-present*

Production Coordinator: John Merchant

- Maintained and distributed official documents such as Crew and Vendor Lists
- Performed budget management tasks such as monitoring episodic spending and submitting invoices and receipts to Accounting for processing
- Received and sorted mail, packages, and equipment for various departments

**PAYROLL CLERK**

*Boys of Summer, Wilmington, NC Dec 2021-Feb 2022*

Payroll Accountant: Jenniifer Furgal

- Processed Extra Vouchers for over 800 background performers
- Performed weekly check/per diem deliveries to on set cast and crew
- Created and maintained payroll records for all crew and SAG cast

**PROPS PRODUCTION ASSISTANT/PROPS BUYER**

*STARZ HighTown Season 2, Wilmington, NC Jan 2021- Apr 2021*

Prop Master: Rebecca Kenyon

- Worked closely with Prop Mistress to organize and prepare props for daily usage
- Performed budget management tasks such as monitoring episodic spending and submitting invoices and receipts to Accounting for processing
- Assisted in Prop department workshop construction potential props