

EMILY KRONK

Production Assistant

SUMMARY

Hard worker with experience in the film industry. I love creative problem solving and working as a team member to make a project come to life! Proficient in Adobe Creative Cloud, Microsoft Software, Cashed, and Scenechronize.

WORK EXPERIENCE

ART PRODUCTION ASSISTANT

Whatnot Pokémon Unboxing - LIVESTREAM

2023

- Spray painted 40 acrylic hemispheres 2-foot in diameter each to create giant capsule toys
- Unloaded, organized, and cut wood
- Shaped pink foam
- Primed and painted set pieces
- Assembled giant capsule toys that worked in a machine

OFFICE PRODUCTION ASSISTANT

The Supremes at Earl's All-You-Can-Eat - FEATURE FILM

2022

- Used Cashed to keep track of production costs
- Became proficient in Scenechronize and organizing paper paperwork
- Set up and broke down Production Office space
- Cleaned and organized Office and Crafty areas
- Communicated and worked with other departments to meet specific requests and needs

OFFICE PRODUCTION ASSISTANT

Hightown Season 3 - TV SERIES

2022

- Distributed packages and mail between departments
- Successfully ordered, picked up, and distributed lunch for 15+ people daily
- Hand-wrote thank you notes for crew/cast gifts, designed the drink menu for the wrap party, coordinated and organized distribution of wrap gifts for the production
- Communicated with vendors and other businesses to create a good working relationship

CONTACT

704-960-9352

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Wilmington, NC

EDUCATION

BACHELORS IN FILM STUDIES

University of North Carolina at
Wilmington

2017-2021

SKILLS

Communication

Teamwork

Positive Attitude

Creative Problem Solving

Organization

Adaptability

