

# STEPHANIE ROMAN

Charlotte, NC | stephanie@solrayfilm.com | 980-255-6004

## EDUCATION

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University of North Carolina Wilmington, Wilmington, NC

*Bachelor of Arts in Communication and Film Studies*

## FILM / TV CAREER HIGHLIGHTS

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**Second Second AD / First Team PA / Basecamp PA** - July 2022 - August 2022

Hulu, *Appendage* Movie LLC (SXSW Film Festival, streaming on Hulu now)

- Ensured that set had essential equipment, crew, cast, director, and reports
- Responsible for keeping track of the main actors on basecamp and on set (**Hadley Robinson, Brandon Mychal Smith, Emily Hampshire, and Kausar Mohammed**)
- Reported updates to First Assistant Director (AD) and Second AD
- Checked with the various vanity departments to estimate actors' process time
- Ensured talent got through the works in a timely fashion before inviting cast to set

**Line Producer's Assistant** - June 2022 - July 2022

Lionsgate Starz, *Hightown Season Three*

- Assistant to Line Producer, **Sharon Lopez**
- Organized production activities and meetings for episodes 305, 306, and 307
- Responsible for scheduling producer's meetings and maintaining the project calendar
- Assisted with the management of the line producer's budget documents
- Kept track of incident report trackers, talents' and directors' travel and day-out-of-day
- Responsible for distributing updated scripts, day-out-of-days, one-liners, and shooting schedule
- Assisted the AD department with travel memos and prep schedule
- Responsible for prep schedule and memo distribution to all cast and crew
- Purchased supplies and reconciled receipts
- Maintained communication between Line Producer, Assistant Directors, Finance Department, and Unit Production Manager

**Script Supervisor, Basecamp PA** - January 2024 - June 2024

Tubi Feature Film (Non-Union), Untitled - Charlotte, NC

- Monitored and ensured visual and verbal continuity throughout the production
- Took detailed notes on scenes, shots, and takes, ensuring consistency across multiple filming days
- Managed script changes and communicated updates to the cast and crew
- Prepared and distributed script notes and daily progress reports to the production team
- Worked closely with the director, cinematographer, and editors to ensure alignment on creative vision and shot requirements
- Coordinated with the costume, makeup, and props departments to maintain continuity
- Logged shot details, including scene numbers, camera angles, and actor positions, for efficient post-production editing, and recorded all shot timings and marked the best takes for editorial reference

**Second Assistant Director, Script Supervisor** - November 2022 - January 2023

Mountain by the Sea Productions, *Two Shovels and a Will* (Recognized at Atlanta Film Festival & BAFF-New York Film Festival, awarded Best Short Film at Mammoth Film Festival, California) - Wilkesboro, NC

- Ensured that the set had essential crew, cast, director, props and production paperwork/reports. Worked closely with SAG actors, **Nicholas Cirillo**, and **Matthew Montemaro**
- Reported updates to First Assistant Director (AD), Director, Producers, and Executive Producers
- Managed time the various vanity departments to estimate actors' process time and relayed that information to the set
- Identified all the script elements needed to prepare, schedule and budget a film production
- Provide line readings for talent

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## ADDITIONAL PROFESSIONAL EXPERIENCE

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### Sales & Customer Service Representative

August 2023 - Current

Blumenthal Performing Arts Center - Charlotte, NC

- Proactively address customer inquiries via phone and email with a commitment to exceptional service standards
- Strategically support promotional campaigns for premier performances and events, ensuring robust audience engagement and ticket sale.
- Expertly navigate event logistics, providing detailed information and seamless support to patrons.
- Collaborate cross-functionally with various departments to optimize event operations and elevate the overall customer experience
- Maintain meticulous records of customer interactions, ensuring accuracy and efficiency in subscription purchases and renewals
- Drive impactful marketing initiatives to expand subscriber base and enhance retention rates

### Administrator/Outreach Marketing Coordinator - August 2018 - November 2022

MedNorth Health Center- Wilmington, NC

- Promoted to Administrator/ Outreach Marketing Coordinator for superior performance
- Develop, and communicate outreach plans to meet the organization's health awareness goals
- Recruit, train, and schedule interns and volunteers
- Responsible for creating and maintaining events schedule
- Write and edit policy documents, and social media content
- Schedule daily and weekly meetings with local organizations and office department heads
- Drive and facilitate ideas in marketing sessions to define objectives and shape new company websites, brochure design, and social media content

## SKILLS

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- **Creative Software Editing:** Knowledge on editing in Adobe Premiere Pro, In Design, Photoshop, Canva
- **Office Software:** Microsoft Office Suite (Word, Excel Spreadsheets, Teams, Scheduling, etc.)
- **Bilingual:** Sufficient in English and Spanish
- **Digital Marketing:** Knowledge of digital marketing channels such as social media, email marketing, SEO, PPC advertising, content marketing, and how to leverage them in campaigns