

ERICA J. BRADY - PRODUCTION ASSISTANT / ACTOR

Phoenix, AZ 85018 | (513) 515-1090 | go4erica1@gmail.com

SUMMARY

Skilled in caretaking and organization for assisting in productions and events where I am a viable and enthusiastic team player. Proactive in making sure all needs are met for a smooth production.

EXPERIENCE

Payroll Accounting Clerk, September 2018

10 Minutes Gone - *Georgia Films Fund 79, LLC*

- Assist in organizing start work.
- Make copies of start work and scan payroll paperwork.
- Assist in printing checks and issuing pay information to employees.
- Alphabetize and organize timekeeping information.

Director's Assistant, September 2018

10 Minutes Gone - *Georgia Films Fund 79, LLC*

- Work with Director to coordinate daily operations.
- Assist with duties on and off set.
- Pick-up crew from airport.
- Take care of and walk a dog.
- Buy weekly groceries.

Set Production Assistant, August 2018 - September 2018

Point Blank - *Point Blank Films LLC*

- Assist with lock ups.
- Pick up crew breakfast.
- Collect crew timecards and additional paperwork.
- Announce rolls and cuts.
- Collect and dispose of trash and recycling.

Production Assistant, June 2018

Freelance Music Video Production

- Distribute and review production paperwork.
- Shuttle background to and from holding.
- Help set up and breakdown catering.
- Announce rolls and cuts.

Wedding Coordinator Assistant, 2014 – Present

Blue Dahlia Events

- Create and implement wedding day itinerary.
- Manage internal and external vendors for venue.

Background Actor, September 2015

Emmett/Furla/Oasis Films

TRAINING

Acting I, Acting II, Northern Kentucky University, 2013-2014

Route 40 Film course, directed by JW Myers, 2013

EDUCATION

Northern Kentucky University | B.A. in Communication Studies | Minor in Electronic Media
Broadcasting.

AWARDS

Merit in Acting, Ohio Communicaty Theater Association 2018

Award of Merit Excellence in Acting in a Play, ACT Cincinnati Inc. 2018