

# Teresa Fleming

Location Assistant

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## PROFESSIONAL EXPERIENCE

### **Tall Girl 2** — *Location Assistant*

APRIL 2021 - MAY 2021

Location Manager: Micky Lambert

### **NCIS: New Orleans Season 7** — *Key Location Assistant*

AUGUST 2020 - APRIL 2021

Location Manager: Kate King

## ADDITIONAL EXPERIENCE

### **Jefferson Parish Schools** — *Middle School English Teacher*

AUGUST 2017 - AUGUST 2020

### **Margin Recovery International** — *Auditor*

DECEMBER 2015 - MAY 2017

### **HiVolt Coffee** — *Kitchen Manager*

JANUARY 2013 - JANUARY 2015

### **Parasol's Restaurant and Bar** — *Kitchen Manager*

FEBRUARY 2011 - JANUARY 2013

## EDUCATION

### **University of New Orleans** — *Bachelors of Interdisciplinary Studies Degree*

AUGUST 2014 - MAY 2016

Vice President of Student Government and President of the Community Service Organization

### **Delgado Community College** — *General Studies Associate's Degree*

AUGUST 2012 - MAY 2014

## SKILLS

- Organized, hardworking, efficient, patient, vigilant, teachable, forthright and firm while maintaining friendly and approachable
- Scout and negotiate for use of locations for filming, parking, equipment, ect.
- Coordinate and communicate sensitively with various crew, property management, local residents, and vendors throughout the entirety of filming.
- Timely response to tasks necessary to ensure an undisturbed, quiet, and efficient environment for filming
- Manage the arrival and departure of the on set filming unit
- Effectively ensured crew followed best practices in the case of sensitive locations
- Ability to manage security, trash removal, holding spaces, location protection, addressing safety concerns, and deal with rescheduling

## LANGUAGES

Beginner -ASL

Beginner - Spanish