

ROBYN ALTMAN

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WARNER BROS, Burbank, CA – SHERLOCK HOLMES 3, with Director : Dexter Fletcher – in Los Angeles, CA

6/19 - 10/19

Production: Reported to Executive Producer/ Line Producer, Marty Ewing

- Coordination and Management between all production crew members, Producers and Director
- Liaison between Warner Bros, the Producers, crew and Director of the film
- Experience building and managing vendor, crew and relationships on locations and in Los Angeles
- Managing schedules, department head meetings, Warner Bros meetings for our Director, Dexter Fletcher
- Aware of and in pursuit of opportunities, relationships for new business & product placement opportunities
- Provide regular input on the status of all projects concerning the film
- Develops and maintains professional relationships with agents, actors, producers and director
- Participates in daily production meetings
- Resourceful and has a network of connections worldwide spanning over 16 years
- Ensure that any production issues are dealt with in an efficient manner, informing Producers of any problems that may arise
- Managing scripts, locations, stages, schedules, cast & crew starts - On call 24/7

WARNER BROS/ FOX, Burbank, CA – on the TV shows GOTHAM in NY & PENNYWORTH for EPIX in London

10/16 – 8/19

Production : reported to (Director, Writer, Producer) – Danny Cannon

- Project Management between both Production in NY & Post Production in LA of GOTHAM, and Prep in London
- Coordinating between all heads of Dept – Production through to Post
- Liaison between Studios and Networks and our shows (WB, Fox and EPIX)
- Collaborating with Production Companies and Independent Producers with pitching new projects
- Reading scripts and creating new business opportunities
- Involvement with hiring heads of department, casting, music selections, sound design, color correction and editing

WARNER BROS/ SKYDANCE/ BRUCKHEIMER FILMS - on GEOSTORM reshoots, New Orleans, LA

Production: reported to Executive Producer, Marty Ewing and Director, Danny Cannon

- Coordinating with cast : Gerard Butler, Andy Garcia, Abbie Cornish, Jim Sturgess, Eugenio Derbez & Alexandra Lara
- Liaison between Warner Bros Executives, Bruckheimer VP & President of Production and Skydance President of Production
- Travel coordination for Producer and crew; housing, rental cars, per diems, Visas for Int'l crew and special needs
- Coordinating everything for the Director on and off of set
- Managing scripts, locations, stages, schedules, cast, continuity, crew starts, budgets, cash flows

MARK GORDON COMPANY & AARON SORKIN, - on the film MOLLY'S GAME, Los Angeles, CA (Freelance)

8/16 - 9/16

Production: reported to Executive Producer, Missy Imperato

- Managing script, schedules, budgets, cash flows
- Coordinating Director/ Writer, Producer and crew meetings and correspondence
- Exploring ways to save the production money, problem solving and alternative solutions; Researching locations and stages
- Coordinating all travel for Producers, Writer, Director and Heads of Departments

COLUMBIA PICTURES, Culver City, CA

12/13 – 2/16

Production Coordinator, Feature Film Production, Reported Sara Spring, Executive Vice President of Production

- Coordinating with all Sony Departments: Creative, VFX, Post, Marketing, Legal and Publicity Departments for EVP on the following films: BILLY LYNN, MAGNIFICENT 7, ROSIE, BAD BOYS 3, INHERIT THE EARTH & SPIDER-MAN REBOOT
- Building Relationships High Level Directors, Producers, Studio Executives, Actors, and Heads of Departments
- Constant problem solving when issues unexpectedly come up & handling in a timely manner
- Helped manage budgets (ranging from \$20M- \$100M) schedules, timelines, cash flows, invoices and deal memos
- Researching for each individual film; locations, film incentives, film commissions and resources

PARAMOUNT PICTURES, Los Angeles, CA

Production Coordinator, Reported to Sara Spring, Executive Vice President of Production

- Coordinated the following films: MEN, WOMEN & CHILDREN, BEVERLY HILLS COP 4, TEENAGE MUTANT NINJA TURTLES, ZOOLANDER 2 from pre-production all the way through to post.
- Helped manage budgets (ranging \$20M- \$180M), schedules, location scouts, stages, travel, timelines & cash flows
- Coordinated logistics for crew and staff members to each location for filming
- Constant problem solving when issues unexpectedly come up & handling in a timely manner

LEGENDARY PICTURES, Burbank, CA.

12/12- 12/13

Executive Assistant to Ty Warren, President of Production (films: 42, GODZILLA, PACIFIC RIM, HOT WHEELS, WARCRAFT)

- Rolling calls, scheduling, booking travel and hotels, coordinated meetings with studios, agents, managers & Producers
- Working with budgets, schedules, timelines & cash flows ; Mentored and trained interns
- Developing professional relationships between Directors, High Profile Producers, Studio Executives and Heads of Departments

UNIVERSAL PICTURES/ ONE RACE FILMS, Beverly Hills, CA- FAST 5 - Filmed in San Juan, Puerto Rico and Atlanta, Georgia

6/10 – 10/10

Personal Assistant / Coordinator to Vin Diesel

- Worked as the liaison between Vin, the entire cast and the Producers on the film
- Liaison between Universal Studios and production and also Vin's company in Los Angeles, One Race Films
- Coordinated Publicists and their requests during filming
- Managed all private jets; a l l h i s travel and family travel
- Scouted homes, Planned special events & on call 24/7

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KAVA PRODUCTIONS, Santa Monica, CA.

4/07 – 2/10

Production: reported to Executive to Producer, Lloyd Phillips - worked on and traveled on the following feature films:

- THE TOURIST : Graham King Films Pre-Production in Los Angeles, CA
- XxX 3: Sony Pictures Entertainment Pre-Production in Los Angeles, CA
- EDGE OF DARKNESS:(re-shoots,)GK Films/Warner Bros Filmed in Los Angeles, CA
- INGLOURIOUS BASTERDS: Lawrence Bender Productions Filmed in Berlin, Germany
- THE INTERNATIONAL: Sony Pictures Entertainment Filmed in Turkey, Germany, Italy & NYC

FILM AND TV PRODUCTION FREELANCE, Los Angeles, CA.

2/06 – 4/07

Assistant to Director, David McNally, TV Show : Justice (Warner Bros./Bruckheimer/Fox)

Maintained storyboards and scripts, scheduled meetings and coordinated with all Heads of Department.

Production Secretary, Mr. & Mrs. Smith, Regency Television

Coordinated all departments, set up entire production office and coordinated with Production Office Coordinator. Production Assistant,

Production Assistant on Manchild, (TV Pilot) Sony Pictures Entertainment

Coordinated with Unit Production Manager/ Producer ; Sara Fischer and worked as 2nd hand to Production Office Coordinator.

3RD Assistant to Ron Meyer, President/COO, NBC Universal

Provided administrative support in executive office; handled heavy phones, scheduled meetings and arranged travel including private air charter. Generated correspondence and assisted with special projects.

MANDALAY FILMED ENTERTAINMENT, Los Angeles, CA

11/04 – 2/06

Executive Assistant to Vice Presidents, David Zelon and Elizabeth Guber Stephen

• Worked on the TV shows and films : THE BROTHERHOOD, INTO THE BLUE, THE JACKET

INTERNATIONAL CREATIVE MANAGEMENT, Beverly Hills, CA

5/03 – 11/04

Assistant to TV Talent Agent, Tom Burke

Provided full administrative support to agent; handled phones and rolled calls, managed calendar and responsible for all scheduling. Handled submissions, provided script coverage, corresponded with talent, studios and casting directors. Worked in incredibly fast paced environment during TV Pilot Season

UNIVERSAL MCCANN, San Francisco, CA

Assistant Media Planner: Accounts: Microsoft, California Table Grapes, Portuguese Corks, Supercuts

Campaigns Launched Office XP, Windows XP, Project 2002, Media Center, Wireless Broadband, Office for MAC Tablet PC.

EDUCATION:

University of St. Thomas, St. Paul, MN

BA Journalism, Focus on Advertising and Marketing, Minor in Art

SUMMARY OF QUALIFICATIONS: IBM/MAC proficient: Microsoft Office, Google Office, Photoshop, Illustrator, FileMaker Pro, Final Draft, Scenechronize, PIX, Studio System, IMDB, Film Tracker Social Media Consumer: Instagram, Twitter, Tumblr, Snapchat, Facebook. Can easily learn new programs and is comfortable with technology. Strong interpersonal and communication skills, highly resourceful and an outstanding work ethic. Efficient, well organized and pays meticulous attention to detail. Thrives when multi-tasking in a fast paced, demanding environment, extremely flexible; considers no job too small and thick skinned. Exudes patience and is calm under fire.

Locations filmed & Production Service Companies I've worked with : Berlin, Germany : Milan, Italy: Istanbul, Turkey: Atlanta, Georgia: San Juan, Puerto Rico : New Orleans, LA: New York, NY : Cape Town, South Africa: Budapest, Hungary: Vancouver, Canada