

DANAÉ CARTER

ASSISTANT TO PRODUCER

OBJECTIVE

Efficiently use organizational, scheduling, and vendor ordering skills to provide assistance to Producers on and off set. Adept at managing multiple tasks at once to transition to an Associate Producer.

PROFESSIONAL SKILLS:

Google Suite Scheduling
Vendor Ordering
Meeting Notes
PC Reconciliation
Talent Releases
Zoom Hosting
Set Etiquette
Travel Organizing
Calendar Organizing
Document Research

CONTACT:

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<https://www.imdb.com/name/nm1043923/>

EDUCATION:

BA in Multimedia Communication
Wesley College, 2017

FILM & TV EXPERIENCE:

ASSISTANT TO DIRECTOR/EXECUTIVE PRODUCER

"1923" Season 1 | Paramount+

- Organized prep + shooting schedule for meetings and tech scouts
- Managed on set needs while fulfilling vendor orders off set
- Coordinated travel arrangements

ASSISTANT TO DEVELOPMENT PRODUCER

Unscripted TV | Magilla Entertainment

- Thoroughly researched various talent and content for new television series
- Pitched potential shows to development producers based on network trends

2ND ASSISTANT DIRECTOR

Stravinsky Promo | New York City Ballet

- Coordinated cast and crew safety while on set
- Managed Set PA/s to provide efficient assistance to each department

ASSISTANT TO EXECUTIVE PRODUCER

Friends Reunion Premiere | Civic Entertainment | HBO Max

- Organized influencer wrap gifts
- Distributed and kept record of crew walkies

ASSISTANT TO PRODUCER

Slay the Runway (Pilot) | Brian Graden Media | BET

- Provided filming releases to all cast and BG
- Spearheaded production crew petty cash receipts

ASSISTANT TO CASTING DIRECTOR

Nine9 Modeling & Acting |

- Thoroughly screened talent for multiple projects through open casting calls
- Professionally answered production office calls from clientele

PRODUCTION COORDINATOR

QVC Studios | HGTV

- Researched and documented upcoming live show needs
- Met with high profile hosts and producers for daily show walkthroughs