



CONTACT

+1 (952) 994 - 1642

courtneyjfeist@gmail.com



EDUCATION

Bradley University

Bachelor of Arts - Global Scholar
in Communications and Television Arts
Specialization in Theatrical Arts
May 2020

PORTFOLIO

<https://cjfeist.pb.studio/>

SKILLS

- Adobe Photoshop CC
- Adobe Lightroom
- Adobe Premiere Pro
- Avid Media Composer
- Basic HTML Design
- DaVinci Resolve
- Graphic Design
- Mac Final Cut Pro
- Microsoft Office
- Lighting Design
- Ross Overdrive
- Fluent in English, Spanish, Bokmål Norwegian, and rudimentary French

VOLUNTEER

Sundance Film Festival

Active since January 2020
Prospector Theatre

COURTNEY J. FEIST

EXPERIENCE

Uglies AP2 - Atlanta, GA

Netflix, Uglies Productions Inc.
APOC

- Managed travel for cast and crew, revised daily production reports for the studio, assisted in contracts and legal papers

Fear The Walking Dead, Season 8 - Savannah, GA

AMC, Stalwart Productions
Costume Coordinator

- Coordinated cashet, arranged equipment/dye orders, managed department budget, managed and hired PAs, managed office inventory, tracked assets

Fantasy Football - Atlanta, GA

Nickelodeon, Viacom Media
Director's Assistant - Dayplayer

- Assisted in final days of shooting while DA was out, filled water bottles, arranged for meals, coordinated travel home, coordinated wrap presents for cast

Harold & the Purple Crayon - Atlanta, GA

Sony, Garden Films Productions, LLC
Production Secretary (Main Unit & Second Unit)

- Drafted contracts and start work for SAG workers, distroed call sheets and other daily updates, tracked (FS, Lunch, FSA, and Wrap) times for main and secondary units, tracked Equipment Related Party Rentals, tracked PRs for discrepancies

Harold & the Purple Crayon - Atlanta, GA

Sony, Garden Films Productions, LLC
Assistant to Jordan Davis, Producer

- Coordinated schedules between other producers assistants and production office, set up for production meetings, managed ATL housing logistics, arranged travel in ATL, stocked riders in the house as requested

Uglies - Atlanta, GA

Netflix, Uglies Productions LLC.
Travel Coordinator, Production Secretary

- Managed travel for 60+ distant cast and crew, created crew lists, distributed confidential memos, coverage of office phones

Dangerous Moms Pilot - Atlanta, GA

NBC, Dangerous Moms Inc.
Costume Coordinator

- Coordinated cashet for department, arranged equipment/dye orders, managed department budget, managed and hired PAs, created continuity bible

A Very Loud Christmas - Atlanta, GA

Nickelodeon, Rocart Inc
Director's Assistant

- Coordinated schedules between Director and coordinators, cashing check receipts and requests, designed logos for gifts and distribution, scheduled zooms and coordinating technical components, drafted overheads and shot lists, assisted in approving props/hair/makeup and receiving studio approvals, coordinated with cast assistants and arranged activities for group cast bonding

Powerpuff Girls Pilot - Atlanta, GA

Warner Media, One Eighty Productions LLC
Covid Badges and Signage PA, Office PA

- Created signage for basecamp/the prod. office/set/the COVID department, designed and created badges for all zones, distributed calendars for the production office, assisted the Production Secretary as a fill in Office PA