



Danielle Bedney

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Purpose Statement

A highly motivated, charismatic creator of 5+ years, with communication and organizational skills seeking a position as Production Assistant.

Professional Summary

Detail-oriented and motivated commercial studio editor with a successful 5-year experience and expertise in various photography styles and techniques. Demonstrated ability to understand unique client demands and produce quality results under time constraints.

Education:

Bachelor's Degree in Film Production

- University of Hartford | West Hartford, CT

Associate of Arts: Playwriting & Screenwriting

- Wiley College | Marshall, TX

Organization:

Mentor and Member of BWP (2022-2022)

- Black women Photographers | Global

The Nate Parker Foundation (2018- Present)

- Nate Parker Institution | Los Angeles, CA

Skills

- Ability to Work Under Pressure
- Adobe Creative Suite
- Camera Detail-oriented
- Canva
- Creative Writing Skills
- Excel
- Great Researcher
- MS Word
- Photography Technique
- Time Management Skill
- Video Editing

Work Experience

Production Assistant & Writer

Nate Parker Foundation, Los Angeles, | 2018- 2023 (Part-time)

- Led the support of executive producers and directors in any assigned tasks.
- Participated in brainstorming and idea generation, as well as created and updated call sheets.
- Wrote scripts and edited content for short Film Projects.
- Scheduled deliveries of Docu-series materials by a specified time to begin production time.
- Maintained production databases and communicated with other production teams in the shot planning processes.
- Maintained a working relationship with freelance personnel and all outside post production facilities, and negotiated schedules, costs and working conditions with them.
- Collaborated with other departments to optimize production requirements. This included projects where detail was critical.
- Fulfilled urgent and flexible requests for music composers, sound effects designers and other post production specialists and tracked deliverables.

Production Assistant

Element Productions, Boston, MA | 2019 -2020

- Coordinate a range of technical and administrative activities, including managing errands, allocating scripts, and supporting with lighting and sound for 20+ shoots.
- Support team of 40+ directors, producers, set designers, and stylists to locate props and talents for commercial shoots.
- Managed digital assets and resources for business, promotional and routine filming use.
- Digitized and logged footage for the production team.
- Prepared expert level cost estimates for materials, equipment, and hiring laborers.
- Researched market for unmet needs and developed solutions.
- Communicated status of area operations and performance.
- Reported cost overruns, projected actual Production Studio Management and Accounting.

Film Teacher

Boston Public School, Boston, MA | 2020-2022

- Worked effectively with administrators, colleagues, central office and school-based staff, students, parents, and community demonstrating organizational agility
- Created outstanding lesson plans that focus on filmmaking
- Demonstrated how to masterful use of film equipment in order to teach proficiency. This included software skills.
- Demonstrated expert level storytelling in a manner that grew enthusiasm in the students.
- Managed the classroom effectively to encourage student participation and tapping into humor.
- Minimized distractions and maintain a positive learning environment
- Adapted teaching methods to fit the needs of each individual student

Assistant & Junior Editor

University of Hartford, West Hartford, CT | 2016-2018

- Organized equipment and data storage drives for the team.
- Led the Support of the head editor for photo enhancement.
- Operated various studio equipment for lighting and staging needs.