

DANAÉ CARTER

PRODUCER ASSISTANT

Summary

Execute production needs using self-starter skillset to complete multiple tasks at once. Adept at critical thinking, time management, and on set assistance to fulfill producer needs

TV EXPERIENCE

PRODUCTION COORDINATOR ASSISTANT

"Untold" Vol. 4 | Propagate Content | 2023-2024

- Scouted shooting locations and worked as liaison with building reps
- Thoroughly informed lead PC of day to day shooting updates

EXECUTIVE PRODUCER/DIRECTOR ASSISTANT

"1923" Season 1 | King Street Productions | 2022-2023

- Managed director's calendar from pre-production to post-production
- Professionally communicated with CAA agents for press inquiries

DEVELOPMENT PRODUCER ASSISTANT

Unscripted Content | Magilla Entertainment | 2022-2023

- Assisted producer in conducting interviews for potential cast
- Researched credible sources to support new unscripted series development

COMMERCIAL EXPERIENCE

SECOND ASSISTANT DIRECTOR

"Mavenclad" | All Ages Productions | 2024

- Provided effective direction to team of production assistants daily
- Placed background talent according to director's scene notes

SECOND ASSISTANT DIRECTOR

"Home Town Heros" | IBX | 2023

- Provided effective direction to team of production assistants daily
- Placed background talent according to director's scene notes

SECOND ASSISTANT DIRECTOR

"Chase Business" | Greenpoint Pictures | 2023

- Efficiently moved talent through HMU/costume set preparations
- Assisted 1st AD with on set safety information relay

SECOND ASSISTANT DIRECTOR

"Enfamil" | All Ages Productions | 2023

- Efficiently moved talent through HMU/costume set preparations
- Assisted 1st AD with on set safety and crew information relay

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 [IMDB](#)

 [LinkedIn](#)

FILM EXPERIENCE

TALENT COORDINATOR

"Patrice: The Movie" | All Ages Productions | 2024

- Constructed and distributed talent deal memos
- Structured one liner for daily reference
- Consulted with local vendors for high quality equipment

CAST ASSISTANT

"Breathe" | Capstone Studios | 2024

- Liaison for high profile cast and production
- Structured high profile cast entry and exit from set

SKILLS

- Google Suite
- Executive Calendar Management
- Vendor Ordering
- Cashét Petty Cash Reconciliation
- Discreet Document Distribution
- Inventory Data Entry
- Cast Deal Memos
- Script Supervision
- Document Research
- Call Sheets

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