

EMILY LEVINE

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2009 - PRESENT

MOTION PICTURE INDUSTRY

NATIONWIDE - LOCATION DEPENDENT ON PRODUCTION

TRANSPORTATION DISPATCHER

- Ensure drivers and vehicles are in compliance with national DOT regulations, process all hiring and payroll paperwork, send drivers for pre-employment and random drug/alcohol screenings
- Settle any compliance issues quickly and with discretion
- Adhere to Studio policies in regards to any Transportation related incidents or accidents
- Accurately track multimillion-dollar budgets, write purchase orders and check requests, balance accounts to confirm accuracy in charges, and ensure vendors are paid correctly and on time
- Serve as liaison between Production, Studio and Transportation Department
- Coordinate pickups and drop-offs of cast, crew and items critical to on-set operations
- Foster strong relationships with vendors and co-workers to ensure cooperation and teamwork
- Procure any special equipment needs for the company (boom lifts, generators, etc)

ART DEPARTMENT COORDINATOR

- Produce detailed script breakdowns that include lists of all sets and locations, graphics and signage needed, specific set dressing and props, etc. so that budgets can be properly calculated
- Provide logistical support including scheduling meetings, pick-ups and deliveries; compiling schedules and budgets from various departments to ensure sets are delivered on time
- Ensure various aspects of the Art Department budget remain under control and communicated to the Production Designer and Production Manager
- Provide day-to-day administration and support to keep the department running efficiently
- Archive all materials related to set builds including blueprints, paint and material samples, photographs, set dressing, and props
- Oversee legal clearances and procure product placement for name-brand products and copyrighted artwork
- Prepare digital and physical presentations for Directors, Producers and Studio Heads

CERTIFICATIONS / SAFETY / CONTINUING EDUCATION

- EP Production Accounting 101
- EP Production Accounting 201
- Local 161 Cost Reporting Basics
- Local 161 DGA Payroll
- Local 161 Cashet Cards
- OSHA 10
- Safetypass A – General Safety Training / Injury & Illness Prevention Program
- Safetypass A2 – Environmental Safety
- Safetypass HP2 – Harassment Prevention 2
- Portable Power Distribution and Electrics
- Greenslate 1st Asst Accounting

ASSETS

- Highly efficient and organized
- Resourceful, dependable, hardworking and punctual
- Extensive knowledge of physical production demands
- Easily adaptable to new locations, circumstances and crew
- Willingness to travel
- Anticipating need is my superpower
- Strong attention to detail
- Ability to multitask with a variety of simultaneous projects
- Excellent time management, research and archiving skills
- Proficient in variety of software
- Eager and excited to acquire new skills

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TRANSPORTATION CREDITS

ALLY CLARK • TRANSPORTATION DISPATCHER Transportation Coordinator – John McLaughlin	Amazon/MGM
TED LASSO S4 EP 1 • TRANSPORTATION DISPATCHER / DOT ADMIN Transportation Coordinator – Jeff Gowing	Warner Bros.
OH.WHAT.FUN • DOT ADMIN Transportation Coordinator – Welch Lambeth	Amazon/MGM
THE IRON CLAW • TRANSPORTATION DISPATCHER Transportation Coordinator – Welch Lambeth	A24
RENFIELD • TRANSPORTATION DISPATCHER Transportation Coordinator – Jeff Gowing	NBC Universal
HOME TEAM • TRANSPORTATION DISPATCHER Transportation Coordinator – Jeff Gowing	Netflix
RED BIRD LANE (MS UNIT) • TRANSPORTATION DISPATCHER / DOT ADMIN Transportation Coordinator – Welch Lambeth	Warner Bros.
THE RIGHT STUFF S.1 • TRANSPORTATION DISPATCHER Transportation Captain – Richie Pecora	NatGeo/Warner Bros.
#FREERAYSHAWN • TRANSPORTATION DISPATCHER / DOT ADMIN Transportation Coordinator - Doug Wilson	Sony/Quibi
BLACK & BLUE • TRANSPORTATION DISPATCHER / DOT ADMIN Transportation Coordinator - Doug Wilson	Sony/Screen Gems
TRIPLE FRONTIER • TRANSPORTATION DISPATCHER (2ND UNIT) / DOT ADMIN Transportation Coordinator - Denny Caira	Netflix
GEOSTORM (ADD'L PHOTOGRAPHY) • TRANSPORTATION DISPATCHER Transportation Coordinator - Charley Bob Burnham	Warner Bros.
LOGAN (NEW MEXICO UNIT) • TRANSPORTATION DISPATCHER Transportation Coordinator - Eddie O'Donnell	Fox
JACK REACHER: NEVER GO BACK • TRANSPORTATION DISPATCHER Transportation Coordinator - Charley Bob Burnham	Paramount
THE HUNGER GAMES: MOCKINGJAY (ADD'L PHOTOGRAPHY) • TRANSPORTATION DISPATCHER Transportation Coordinator - Denny Caira	Lionsgate
FANTASTIC FOUR • TRANSPORTATION DISPATCHER / DOT ADMIN Transportation Coordinator - Eddie O'Donnell	Fox

THE MAZE RUNNER • TRANSPORTATION DISPATCHER / DOT ADMIN

Fox

Transportation Coordinator - Eddie O'Donnell

ART DEPARTMENT CREDITS

GIRLS TRIP • ART DEPARTMENT COORDINATOR

Universal

Production Designer - Keith Brian Burns

Art Director - Jason Stewart

THE BIG SHORT • ART DEPARTMENT COORDINATOR

Paramount

Production Designer - Clayton Hartley

Art Director - Elliott Glick

DADDY'S HOME • ART DEPARTMENT COORDINATOR

Paramount

Production Designer - Clayton Hartley

Art Director - Elliott Glick

PERCY JACKSON 2: SEA OF MONSTERS • ART DEPARTMENT COORDINATOR

Fox

Production Designer - Claude Pare

Art Director - Dan Hermansen

NOW YOU SEE ME • ART DEPARTMENT COORDINATOR

Summit Entertainment

Production Designer - Peter Wenham

Art Director - Thomas Valentine

THUNDERSTRUCK • ART / SET DEC COORDINATOR

Warner Bros.

Production Designer - Meghan Rogers

Set Decorator - Michelle Marchand

21 JUMP STREET • ART DEPARTMENT COORDINATOR

Sony

Production Designer - Peter Wenham

Art Director - Thomas Valentine

TWILIGHT SAGA: BREAKING DAWN I & II • ART DEPARTMENT COORDINATOR

Summit Entertainment

Production Designer - Richard Sherman

Art Director - Troy Sizemore

BATTLE: LOS ANGELES • ART DEPARTMENT COORDINATOR

Sony

Production Designer - Peter Wenham

Art Director - Thomas Valentine

