

SAVANNAH LINDBLAD

Durham, NC 27707 • (919) 564-5919 • lindbladsavannah@gmail.com

Websites, Portfolios, Profiles

- https://www.imdb.com/name/nm10432918/?ref_=nv_sr_srsq_0_tt_0_nm_2_q_savannah%2520lindblad
- <https://www.linkedin.com/in/savannah-lindblad/>

Professional Summary

Dependable Production Assistant with successful track record handling multiple responsibilities. Hardworking professional eager to pitch in and help, including escorting talent; cataloguing, tracking, and returning high-end clothing; set up/break down of sets and equipment; and organizing teams and individual schedules.

Accomplishments

- Supervised team of 10-12 contractors and volunteers.
- Won 3 separate awards for producing of short films
- "Best Producer: Christian Online Film Festival - The Last Auditionee, 2022"
- "Best Producer: Christian Online Film Festival - Rocky Road, 2022"
- "Best Producer: New York International Film Awards - Serial, 2021"

Skills

- People Oriented
- Escorting Actors
- Diligent
- Organized
- Punctual
- Verbal and Written Communication
- Social Media/Tech Proficient
- Google Suites/Adobe Suites
- Production Scheduling/Call Sheet Building Knowledge
- Producing Experience
- Effective Scheduling
- Manual Car Proficient

Work History

Associate Producer, 05/2023 to Current
A Season of Rain Productions – Remote

- Communicated with dozens of potential investors through emails and LinkedIn Profiles about fundraising for an independent feature film.
- Communicated with lead producers about their needs for fundraising and post production phase.
- Acquired skills on Airtable

Audio Visual Contractor , 11/2018 to 08/2023

First Presbyterian Church Of Norfolk – Norfolk, VA

- Tested and calibrated audio and visual equipment to verify proper operation.
- Maintained and troubleshoot audio and visual equipment to minimize downtime.
- Provided technical support to event staff and presenters, reducing technical issues and delays.
- Trained event staff on proper use of audio and visual equipment.
- Supported live events with well-controlled lights, sound and video streaming.
- Monitored and adjusted sound and lighting levels to optimize live event performance.
- Created monthly schedules, organizing a team of 10-12 people each month to run events most efficiently.

Production Assistant , 05/2023 to 05/2023

Harbor – Virginia Beach, VA

- Hired as a production assistant for day shoot for a commercial and was put in charge of the talent of the commercial.
- Shuttled talent between locations, kept them within a close distance of filming, and catered to their needs.
- Communicated with other crew members via walkie-talkies to coordinate production activities.

Costume Production Assistant, 08/2022 to 12/2022

CBS – Richmond, VA

- Worked for CBS Eye Productions on Swagger S2
- Maintained positive, professional attitude during long shoots and when dealing with difficult people.
- Proven ability to learn quickly and adapt to new situations.
- Managed time efficiently in order to complete all tasks within deadlines.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Kept clothing return receipts organized and regularly wrote up detailed return inventory to be turned into accounting.
- Facilitated over 100,000 dollars worth of clothing returns to a variety of stores, including high-end department stores.

Production Assistant, 02/2021 to 02/2021

Iron Clad – Virginia

- Worked as a production assistant running errands and organizing catering for a team of 7-10 for a week long leaders retreat.
- Collaborated with production team to facilitate smooth operations, avoiding disruptions and delays
- Stayed alert, active, and ready to respond to any request at any time using variety of available resources.

Floor Manager, 11/2021 to 12/2021

Regent University – Virginia Beach, VA

- Helped to organize a student choral concert and its recording for future broadcasting.
- Kept the choir talent on schedule
- Ran the studio floor while recording

Production Assistant , 01/2019 to 01/2019

Full Scale Productions – Virginia Beach, VA

- Supported production needs by performing routine tasks using standard procedures and equipment.
- Stayed alert, active, and ready to respond to any request at any time using variety of available resources.
- Created and updated records and files to maintain document compliance.
- Ran errands and retrieved meals for crew

Education

Bachelor of Arts: Cinema- Television, 05/2022

Regent University - Virginia Beach, VA