
SHEILA ATKINSON



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OBJECTIVE

Motivated and dedicated Production Coordinator seeking a staffed position in reputable production company and utilize the very best of my professional abilities and be an invaluable asset to the production team.

EDUCATION

BA Fine Arts Music and Film
University of Wisconsin - Milwaukee

PRODUCTION COMPANIES WORKED FOR

ABC * ABC FAMILY * AMAZON *
BEYOND THE MOTHERSHIP *
COMEDY CENTRAL * COSMOS
STUDIOS * HULU * NEW LINE *
MARVEL * ORIGINAL PRODUCTIONS
* PARAMOUNT * TWENTIETH
CENTURY FOX * SYFY * UNIVERSAL

PROFESSIONAL EXPERIENCE

- **Technical Proficiencies:** Adobe Acrobat Pro, Microsoft Excel, and Word, Google Suite, basic Photoshop and Scenecronize. I am able to catch on to new programs quickly and can work on both Mac and Windows.
 - **Strengths:** Enthusiastic and creative: will finish what is started. Excellent verbal and communication skills dependable, punctual, professional, and pay attention to details. Ability to work independently and self-motivated.
 - **Film and Television Production:** Experience in Features, Scripted and Non-Scripted Television, Commercials, and wide range of other types of Production. Effective at Organizing and coordinating shoots, on and off set.
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PROFESSIONAL EXPERIENCE

PRODUCTION COORDINATOR

2015 – Present

Original Productions / Jay Leno's Garage S.1 – S.3, Axe Men Shelby Special, Fire Chasers, 2 Pilots

- Organized and managed on location and in office: Crew Start Paperwork, Time Cards, Per Diem, Purchases Orders, Hiring Production Assistants, Setting up Vendor Accounts, Handling Releases.
- Monitored and coordinated on set crew, and Production Assistants as an Assistant Director from crew overages and safety.
- In charge of creating and distributing Call Sheets and Production Reports.
- Arranged talent and crew meals.
- Assisted in booking travel, ordering equipment and props, and keeping production files up to date with paid invoices.
-

ASSOCIATE PRODUCER

2012 – Present

M and M Films Los Angeles, CA / Trigger

- Provided Practical support to the Director and Production team during the creative process of the film and Post Production.
- Attended Production rehearsals, assisted with casting.
- Handled administrative organizational tasks, to help the production run smoothly and on time.
- Acted as a contact for all Crew, Actors and Background Actors.
- Hired Production Crew, worked with vendors and locations.
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ASSISTANT DIRECTOR AND PRODUCTION ASSISTANT

2012 – Present

Man Camp, Money Where your Mouth is, Goliath, Revenge, Switched at Birth, Terminator Genesys, Annabelle, Captain America: the Winter Soldier

- Coordinated Production Assistants
- Assisted Assistant Director as a 2nd second AD, coordinating Call Sheets, Production Reports, Exhibit G, Background Actors and talent vouchers. Collected time cards and reviewed for overages.
- Assisted in gathering principle actors and any on set and location needs.



Sheila Atkinson

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<http://www.imdb.com/name/nm4776286/>

Producer

Features, Shorts

"Trigger" (S)
"The Book" (P)

Director: Matt Sinnreich
Director: Chris Kohls

1st AD: Sazzy Lee Calhoun
1st AD: Undecided

Production Coordinator

TV Shows

"Jay Leno's Garage" (TV)	PROD: Walker Dalton
"Jay Leno's Garage Season 2" (TV)	PROD: Walker Dalton
"Ax Men 9" (TV)	PROD: Walker Dalton
"Fire Chasers" (TV)	LP: Nat Knightly
"You Drive Here Now"	PROD: Walker Dalton
"Jay Leno's Garage" Season 3 (TV)	PROD: Walker Dalton

Second Assistant Director (2nd AD/2nd, 2nd AD)

Features, Shorts, Commercials

"Man Camp" (F) SAG	Director: Brian Brightly	1 st AD: Sasha Malarevsky
"Jumpology" (C)	Director: Marie Belzil	1 st AD: Sean Taylor
"Dylan Murray" (PS)	Director: Jeff Myers	Coord: Ric Smith
"Money Where Your Mouth Is" (G)	Director: John Crane	1 st AD: Jake Gilbert

Production Assistant (Set PA)

Features, TV Shows, Commercials, Shorts

"Goliath" (TV): Set PA
 "Beyond Skyline" (F) SAG: Assistant to Jonny Weston
 "Terminator: Genesys" (F) SAG: Set PA
 "Ford" (C) NU: Art PA
 "Another Period" (TV) SAG: Set PA
 "Big Time in Hollywood, FL" (TV) SAG: Assistant to Cuba Gooding Jr.
 "Fast and Furious 7" (F) SAG: Set PA
 "Selfie" (TV) SAG: Set PA
 "Captain America: The Winter Soldier" (F) SAG: Set PA
 "Annabelle" (F) SAG: Basecamp PA
 "Crawlspace" (F) SAG: Set PA
 "Revenge" (TV) SAG: Set PA
 "Girl With A Dragon Tattoo" (F) SAG: Mocap/Set PA
 "Cosmos" (TV): Set/Basecamp PA
 "Gone Girl" (F): Set PA

*(F)Feature, (P)Pilot, (MV)Music Video, (S)Short, (TV)Television, (G)Game Show, (C)Commercial

References:

Rami Rank (PM, Co-Producer) rami.rank@gmail.com "Goliath", "A History of Radness"
 Walker Dalton (Producer) getit@walkerdalton.com "Jay Leno's Garage"
 Susan Elmor (2nd AD) Susansez@me.com "Fast 7, Terminator:Genesys"
 Bobby Roth (Director) rothbobby@aol.com "Revenge, Agents of SHIELD, Grey Anatomy"



University Of Wisconsin – Milwaukee Fine Arts Music Major/ Film Minor