

(203)-520-3892
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MOLLY GILULA

OBJECTIVE

I am a hardworking and determined professional looking to secure a position within an Entertainment organization that allows me to utilize my superior production and communication skills to the benefit of the company and its clientele.

EXPERIENCE

BISCUIT FILMWORKS, Los Angeles — *Commercial Production Coordinator*

SEPTEMBER 2017 - PRESENT

- Production Coordinator for acclaimed Documentary Director Errol Morris and Producer Julie Ahlberg.
- Creates all shooting and daily production schedules, callsheets, gear and equipment orders.
- Hires and manages all production crew while continuing to form and maintain relationships with clients, staff and vendors.
- Communicates with Talent Agencies, Casting Directors, Finishing houses and higher executive staff across multiple Entertainment company platforms on a daily basis.
- Troubleshoots and implements new processes to effectively and efficiently improve the current production workflow.
- Works seamlessly in a high-paced and multi-faceted workflow that changes daily, while continually analyzing cost efficiencies for the production budget.
- Accompanies and coordinates all travel for production and agency crews.
- Works closely with casting to manage production schedule, talent selects, and talent management once hired.
- Updates and maintains inward and outward-facing production resources and documents daily.
- Successful liaison between the largest Advertising Clients and supporting Production Agencies.
- Most recent and current clients include: Best Buy, IBM, AT&T and Wealthsimple.
- Most recent and current Agencies include: Ogilvy & Mather, Weiden & Kennedy and MING.

ROCK, PAPER, SCISSORS, ENT., Santa Monica — *Documentary Production Coordinator*

APRIL 2018 - JUNE 2018

- Production Coordinator on The Tennis Channel original documentary feature film "Stroke of Genius" directed by Andrew Douglas.
- Managed all travel and tasks for internal and third party international co-productions while continually analyzed cost efficiencies for film shoots in Majorca, Spain, Dubai and Switzerland.

CHROME MEDIA, LLC., Los Angeles — *Docu-Series Production Coordinator*

DECEMBER 2016 - SEPTEMBER 2017

- Production Coordinator on Netflix Documentary Series *Making a Murderer Season 2*.
- Coordinated all Los Angeles daily office pre and post editorial team duties, as well as effectively prioritized and responded accordingly to the shooting crew on the ground in the mid-west.
- Completed 15 of the shoots for Season 2.

SLAYD MEDIA, Los Angeles — *Creative Producer*

2015 - 2017

- Creative Producer at fast paced, growing creative digital media and full-service production company.
- Collaborated with Creative Director to pitch new digital ideas for brands to create effective marketing content to expand their reach and have innovative brand recognition with clients such as Bare Minerals, BeFit and Gaiam.
- Worked as the line producer on set: coordinated all crew and shooting aspects, while liaising between the Creative Director and production responsibilities.

MOXIE PICTURES, Los Angeles — *Commercial Production*

2012 - 2015

- Graduated from Personal Assistant, to Production Assistant, to Travel Coordinator, to Assistant Production Coordinator for Director Errol Morris and Producer Julie Ahlberg over a three year period.

SKILLS

- Keen ability to multi-task, organize, and delegate job tasks to effectively meet deadlines, both internal and external.
- Proficient with Apple Mail, Keynote, Pages, Numbers, Microsoft Outlook, Word, Excel, PowerPoint, The Google Ecosystem, HotBudget, and Movie Magic.
- Worked with Prodicle on Making a Murderer Season 2.
- Extremely adept at learning new programs and processes in a fast and efficient manner.
- Independent, proactive self-starter with the ability to collaborate and contribute to a team-based organization
- Strong communication skills: verbal and written
- Dedicated, motivated, organized, trustworthy and exceptionally hard-working young professional

EDUCATION

FASHION INSTITUTE OF DESIGN AND MERCHANDISING, Los Angeles — *Associates of Arts degree in Visual Communications*

GRADUATED SEPTEMBER 2018

- Completed a two-year degree program in 16 Months