

TRACEY COFFEY

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☎ (626) 532-5899

📍 Monterey Park, CA 91754 California, USA

WORK EXPERIENCE

Script Writer

Self-Employed

📅 02/2022 - current 📍 California, USA

- Authored two feature film scripts, increasing attention to detail and narrative depth, resulting in one script being optioned by a major studio.
- Worked with a producer to road map and initiate the production of one feature film.
- Built script development for 2 feature films, meeting 100% of project milestones and deadlines.
- Streamlined time and calendar management processes, reducing scheduling conflicts by 40%.

Assistant/Receptionist

PS Racing

📅 06/2024 - 07/2024 📍 California, USA

- Revamped file management system, transitioning all documents to Excel and streamlining physical file organization, enhancing operational efficiency by 40%.
- Facilitated efficient project management, leading to a 100% completion rate of tasks assigned by the Owner.

Assistant/Receptionist

Healing Hands LLC

📅 04/2024 - 06/2024 📍 California, USA

- Coordinated 100+ client appointments, maintaining updated profiles to ensure high-quality service.
- Streamlined daily Spa supply management, reducing costs by 10% and ensuring 100% stock availability.
- Streamlined communication and documentation process, leading to a 20% faster response time for client inquiries.

Matron/Restroom Attendant

Universal Studios of Hollywood

📅 11/2021 - 10/2023 📍 Universal City, USA

- Sanitized and serviced 20+ ladies' restrooms, enhancing park cleanliness and improving visitor satisfaction ratings by 25%.
- Authored and submitted meticulous reports on restroom status, influencing a 25% enhancement in facility satisfaction rates.

CAREER OBJECTIVE

Versatile office and Assistant Entertainment professional with expertise in Calendar and Time management and Organizational Skills, successfully navigating projects from conception to execution, and great with a budget. Proven project manager, ensuring timely script and project development and initiation of film productions. Skilled in facilities maintenance, with a focus on cleanliness and visitor satisfaction. Effective communicator providing comprehensive reports to upper management. Resourceful problem solver committed to excellence as well as updating or upgrading, seeking opportunities to leverage my diverse skills, in facilities management, Personal and Professional Time management, and organizational skills, creative writing.

EDUCATION

Massage Therapist

Everest Institute

📅 06/2009 - 03/2010

📍 USA

GED

Griswold Adult Education

📅 03/1994 - 03/1994

📍 USA

SKILLS

- Communication Skills
- Calendar Management
- Conflict Resolution

- Streamlined the onboarding process by training 20+ new hires on restroom servicing standards, enhancing team efficiency by 30%.
- Facilitated resolution of over 50 team conflicts, resulting in a 25% improvement in team cohesion and efficiency.

Assistant Personal & Production/Film Editor/Writer's Assistant

912 1/2 Media Studios

📅 04/2020 - 02/2023

📍 Long Beach, CA, USA

- Increased 'The Laura Roberts Show' viewership by 40%, writing over 60 engaging scripts for Padnet TV broadcasts.
- Promoted the CEO/Founder in personal and production oversight, boosting plan execution efficiency for 6 shows by 5%.
- Optimized the CEO's time and travel management, achieving a 20% increase in scheduling efficiency by introducing digital organization tools.
- Streamlined film editing for 4 major projects, increasing viewer engagement by 25%.
- Utilized diverse stakeholder input to refine production processes, cutting costs by 15% and improving output quality.

- Excellent Hands-on learner
- Scriptwriting
- Film Production
- Adaptability
- Time Management
- Organizational Skills
- Self-taught or life experience-taught
- Collaboration
- Video Editing

CERTIFICATIONS

- Studio 3 (Directing) - PADNET
- Adobe Premiere Pro - PADNET
- Film Production JVC - PADNET
- Producing 1 - PADNET
- Film Production DSLR Camera – PADNET