

# Brooke Dooley

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Los Angeles, CA.

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Seeking a position as Producer or Assistant Director to gain further experience in the commercial and film industry.

## RELATED EXPERIENCE:

*Line Producer*

FREELANCE

January 2009-Present

- Manage daily shoot schedule, manage budget, scout/confirm locations, manage equipment rentals, deal with any problems that arise during production, arrange for craft services and meals, confirm locations, and oversee on-set production flow.

*Producer/Production Coordinator*

SCARY COW PRODUCTIONS

February 2009-Dec. 2009

*Education Intern*

CALIFORNIA FILM INSTITUTE

August 2008-March 2009

- Lead student discussions on films related to social issues, edit clips of student discussions using FCP, write entries for the CFI Education blog.

*Intern/Associate Producer*

TEAM FILMS, INC.

August 2007-Dec. 2007

-Assist with online promotion and marketing, actively evaluate media buys based on online promotion, obtain endorsements from NFL head coaches

## OTHER EMPLOYMENT:

*Childcare Provider*

SELF-EMPLOYED

January 2003-present

*Legal Assistant/Accounting Assistant*

LAW OFFICE OF GUILIANI & HUSTON

January 2003-July 2006

## SUMMARY OF QUALIFICATIONS:

- o High attention to detail, Handles pressure well, Confidential, Personable
- o Good understanding of production work flow, Independent & Team player
- o Computer proficiencies in Microsoft Word, Excel, Basic Final Cut Pro, Movie Magic Scheduling and Budgeting

## EDUCATION:

*San Francisco State University* Bachelor of Arts: Cinema 2008-2010

*City College of San Francisco* Broadcast Media 2006-2008

References available upon request.

## FILMOGRAPHY:

### In-Production : 2010

*Untitled Project*                      Feature (Pakistan)                      1<sup>st</sup> Assistant Director

### Post-Production

*Milk Money*                              Independent Feature                      Production Assistant  
*I Think it's Raining*                      Independent Feature                      Producer  
*Wake*                                      Narrative Short                              Unit Production Manager  
*Marbles*                                    Narrative Short                              Producer  
*Leonard's Girlfriend is Dead*              Narrative Short                              Producer, 1<sup>st</sup> Assistant Director

### Completed

*Ford Mustang*                              Commercial                                  Production Assistant  
*Finding the One*                              Web-series                                  Producer  
*Careerbuilder.com*                              Spec Commercial                              Producer, 1<sup>st</sup> Assistant Director  
*Heineken*                                      Spec Commercial                              Producer, 1<sup>st</sup> Assistant Director  
*Blue Evening*                                  Narrative Short                                  Unit Production Manager  
*Keep a Tidy Soul*                                  Narrative Short                                  Production Assistant  
*MotofastUSA*                                  Photo Shoot                                  Producer  
*No Rest for the Wicked*                              Narrative Short                                  Producer  
*Sunnyside*                                      Narrative Short                                  Producer  
*Shifting Tides*                                  Narrative Short                                  Unit Production Manager  
*Lucia Comnes "Potpourri"*                      Music Video                                  Producer, 1<sup>st</sup> Assistant Director  
*Confide*    Music Video                                  Production Assistant  
*Contractor's Routine*                              Independent Feature                              Production Manager/Line Producer  
*Smash, Grab, Therapy*                              Narrative short                                  Producer, 1<sup>st</sup> Assistant Director  
*Assassin*    Narrative short                                  1<sup>st</sup> Assistant Director  
*Charlie Roznik*                                  Narrative short                                  Associate Producer  
*Rumpled*    Narrative short                                  Producer, Wardrobe Assistant  
*The Day Imprisoned*                              Narrative short                                  Producer, 1<sup>st</sup> Assistant Director  
*Perfect Effort*                                  Documentary                                  Associate Producer

References available upon request.