

# Brooke Winfrey

321.278.0345 • [brooke@brookewinfrey.com](mailto:brooke@brookewinfrey.com)

[www.brookewinfrey.com](http://www.brookewinfrey.com)

Former Women In Film & Television - FL Board Member

## Profile

Reliable, honest, and proactive Production Coordinator who works as a team player to help make the production run as smoothly as possible. Experienced in TV, Film, Commercials & Conventions.

## Experience

<b>Production Coordinator</b>	“The Amazing Race China” Season 3 Ep. 8	Dir. Zhang Yi
<b>Assistant Production Supervisor</b>	Turtle Wax Ad	Dir. Sam Chiaramitaro
<b>Assistant Production Supervisor</b>	Belk “Anniversary Sale & Fall Belk Days” Ad	Dir. David Singer
<b>Assistant Production Supervisor</b>	ACE Hardware 2016 Campaign Ad	Dir. Jeff Jenkins
<b>Assistant Production Supervisor</b>	Porsche “Forever Amazing” Ad	Dir. Sam Chiaramitaro
<b>Production Coordinator</b>	Bravo’s Newly Weds: The First Year	Dir. Brad Hall
<b>Production Coordinator</b>	Healthcare.gov AD	Dir. Richard Carabello
<b>Location Assistant</b>	FOX’s “Paper Towns”	Dir. Jake Schreier
<b>Production Assistant</b>	NBC’s “American Ninja Warrior” Ep.704	Dir. Greg Crusier
<b>Production Assistant</b>	Animal Planet’s “Tanked” Ep. “Shaq-Sized”	Dir. Jeff Hawkins
<b>Production Assistant</b>	Universal Orlando Ad	Dir. Jeffery Bednarz
<b>Production Assistant</b>	Audi AD	Dir. Marc Bloomgarden
<b>Production Assistant</b>	Chuck E Cheese’s Ad	Dir. Jeff France
<b>Production Assistant</b>	Powerball AD	Dir. Sean Mullen
<b>Production Assistant</b>	Sea Doo MY16 Ad	Dir. Roger Thompson
<b>Production Assistant</b>	ABC’s “Beyond The Tank”	Dir. Ben McShane
<b>Production Assistant</b>	Disney On Ice “100 Years of Magic” Ad	Dir. Bill Brown
<b>Production Assistant</b>	ABC’s “The Middle” Ep. “Orlando”	Dir. Eileen Heisler
<b>Extras Wrangler</b>	Budweiser “A Hero’s Welcome” Superbowl Ad	Dir. The Malloys
<b>Production Assistant</b>	Disney Vacation Club “Behind The Grand Design”	Dir. Gary Grant
<b>Production Assistant</b>	USGA “While We’re Young” PSA	Dir. Charlie Wittenmeier
<b>Production Assistant</b>	HSN “2013 Re-Brand Shoot”	Dir. Little Marvin
<b>Production Assistant</b>	Syfy’s “CosWorld”	Dir. Larissa Matsson
<b>Production Assistant</b>	Ford Ecoboost Ad	Dir. Stacey Peraita
<b>Production Assistant</b>	MLB’s “The Next Knuckler”	Dir. Scott Messick
<b>Production Assistant</b>	ABC’s “Sea Rescue”	Dir. Christianna Reinhart
<b>Production Assistant</b>	Tires Plus Ad	Dir. Aubrey Singer

## Set

- Handled Talent Releases & made character description notes.
- Kept track of all receipts/cash in petty cash envelope.
- Made production runs in a quick manner.
- Helped load and unload equipment to and from set.
- Set up Pop Up Tent/Chairs & Craft table.
- Kept set tidy and organized.
- Offered refreshment drinks to crew members.
- Replaced overhead lighting. Assisted Gaffer with plugging in lights.
- Successfully signed out/in all Walkie Talkies.
- Helped assist with slating takes.
- Dumped/organized footage on iMac and External Hard drives on set.
- Pre Interviewed people to be on camera.
- Called out Roll calls
- Assisted AD with getting talent through wardrobe and makeup, getting mic’d up
- Taped Cables down to prevent tripping

## Office

- Put crew on hold. Negotiated rates. Organized booking sheet.
- Organized Dropbox for efficiency.
- Created accurate Shooting Schedule with Director.
- Prepped Call Sheets, Contact Lists, Created PrePro Book for Clients/Agency.
- Booked and managed over 50 PAs on Amazing Race shoot.
- Ordered Production Supplies.
- Filled out Petty Cash & Credit Card Ledgers.
- Set up Wireless internet/ Printers & Scanned a variety of documents.
- Obtained quotes for Catering, put vendors on hold.
- Obtained rental quotes/purchase orders for gear.
- Prepped COIs for vendors.
- Prepared Fedex shipments & inventory.
- Coordinated Police & Permitting with local Film Office.
- Prepped per diem sheets, start paperwork, & time cards.
- Knowledge of Microsoft Word, Excel, Powerpoint, Apple’s Numbers, Pages & Keynote.