**Laura G. Foley**

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**Experience**

**Assistant to the Director** (June 2011-September 2011) Danvers, MA

Moody Independent, LLC

* Assisted director Steve Rash during pre-production and on-set of the feature film *Crooked Arrows*.
* Organized travel arrangement and coordinated interdepartmental meetings with director, producers,

director of photography, and AD department.

* Previewed and logged dailies.
* Researched stock footage to be used in final cut of the film.

**Key Set P.A.** (April 2011-June 2011) Worcester, MA

Frenemy Films LLC

* Assisted in the production of the company’s feature length film, *Broken Silence*.
* Organized and coordinated schedules of more than 20 production assistants, on-set and in the office.
* Worked directly with the first assistant director and the production coordinator to ensure all

needs on-set were cared for and managed.

**Production Assistant** (August 2010 – December 2010) New York, NY

50 Eggs Productions

* Worked directly with line producer Amy Brown and director Mary Mazzio on the company’s newest

documentary film, *Pushing Apples.*

* Assisted on-set with ensuring the acquisition of permission releases.
* Logged and graded footage to assist the director and editor with their choices regarding

segments to be used in the final product.

* Researched archived licensed footage to be used in the film.

**Writer and Director** (Spring 2010) Wellesley, MA

Wellesley College Department of Cinema and Media Studies

* Wrote, directed, and edited an original short film.
* Scouted all locations for shoot.
* Casted and directed all actors during filming.

**Head Coach for the Holden Harpoons Swim Team** (Summer 2008-2009) Holden, MA

Recreation Department, Town of Holden, Massachusetts

* Directed the training of 95 children aged 5 to 17.
* Supervised the assistant coaches and outlined training plans for them.
* Ensured safety of swimmers and pool area.
* Organized and executed meets for swimmers, spectators, coaches, and volunteers

totaling more than 300 people.

**Education**

**Wellesley College** Wellesley, MA

Bachelor of Arts, Class of 2010

Majors: English, Studio Art

**University of Georgia Study Abroad Program** Cortona, ItalyStudent during the Fall 2008 semester

**Additional Experience**

4-year Member of the Wellesley College Varsity Swimming and Diving Team (2006-2010) Wellesley, MA

* Co-Captain (2009-2010)

4-year Member of the Wellesley College Club Water Polo Team (2006-2010) Wellesley, MA

* Treasurer and Vice-President (2008-2009)
* Co-President (2009-2010)

Guest Lecturer for Tau Zeta Epsilon (Fall 2009) Wellesley, MA

* Invited to speak about personal artwork (paintings, drawings, and prints).

Student 350 (Independent Study) Art Exhibit (Spring 2010) Wellesley, MA

* Exhibited original oil paintings at Wellesley College’s Jewett Art Gallery.

**Skills**

**Computer**: Final Cut Pro, After-Effects, Adobe Photoshop, Microsoft Office: Word, Excel, Powerpoint, HTML, CSS. Familiar

with both Mac and PC systems.

**Language**: Proficient in Spanish, basic knowledge of Italian.

**Certifications**: First-aid, CPR, AED, Water Safety Instructor (WSI).