

ELISSA SIMONS

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Education

University of Oregon | Coding Bootcamp | April 2020 - Present

Brooks Institute | Bachelor of Science in Visual Journalism | April 2016

Experience

Freelance Photographer | July 2015 - Present

- Self-employed photographer covering sports, weddings, portraits, & other visual projects
- Have taught photography workshops

Blue Chalk Media | Production Assistant/Script Coordinator | September 2018 - February 2019

- Assisted on-set during filming for Pearson educational videos
- Worked with director to insure accuracy of script adjustments

Stalwart Films/AMC | Office Production Assistant | January - March 2018

- Assisted production office during filming for *Lodge 49*
- Managed crew & vendor lists
- Created insurance certs
- Managed phone calls
- Kept office & kitchen stocked and clean

New Regency Productions | Office Production Assistant | September 2017

- Assisted 2nd Unit coordinator during filming for *Ad Astra*
- Handled hard drives & film
- Made vendor lists
- Did clerical work

International Documentary Association | Production Assistant | July - Sept. 2017

- Assisted Event Coordinator for the 2017 IDA Awards
- Researched & created data reports
- Maintained & updated spreadsheets
- Did outreach for submissions
- Helped run screenings as part of the IDA 2017 Screening Series

20th Century Fox | Post-Production Assistant | April 2017 - July 2017

- Sound PA during the final mix of *War for the Planet of the Apes*
- Handled hard drives
- Managed phone calls
- Filed receipts
- Acted as liaison between departments
- Organized daily meals & catering

Software

Visual Studio Code, Github, Adobe Creative Cloud, Photo Mechanic, Microsoft Office, Google Suite

References Upon Request