

ELISSA SIMONS

(209) 988-2782 | elissasimons@gmail.com

Education

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

Experience

Fidelity National Title | Escrow Processor | May 2019-Present

- Contact banks & lenders to obtain real estate closing documents
- Disburse closing proceeds (cut checks, post wires, etc)
- Perform clerical duties such as answering phones, making copies

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

Adobe Lightroom, Photoshop, Premiere, Photo Mechanic, Microsoft Office, Google Suite

References Upon Request