

Erica Fabian

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Qualifications:

Well-developed computer skills, with experience in Microsoft Office, Photoshop, Final Cut Pro & Adobe Applications.

E-technology literate, well versed in modern communication technology.

Highly organized, with the ability to multitask in high paced environments.

Excellent time management skills.

Experience in managerial and leadership positions.

Education:

Capilano University - Diploma in Film Production 2009-2010

High School Diploma from Lindsay Thurber Composite High School 2007

Relevant Experience:

Organization: **Keslow Camera** **September 2018 – May 2019**

Position: **Prep Technician**

Duties include the following:

Organizing between Rentals and Service departments to put together camera gear packages for the client.

Working with client as they prep camera gear for work on film/television set.

Having the knowledge and ability to relay function and use of all camera gear and accessories to the client.

Responsible for cleaning and maintaining gear before it goes out, and when it comes back to the rental house.

Responsible for coordinating and communicating with vendors for shipping and deliveries.

Coordinating with Rentals department to ensure the client has all of their needs met as far as gear and environment to work in.

Organization: **Vancouver Film Industry** **September 2011 – September 2016**

Position: **Assistant Director**

Productions: *'Fifty Shades of Grey', 'Fifty Shades Darker', 'Fifty Shades Freed', 'The BFG', 'The Revenant', 'Step Up 5', 'Monster Trucks', 'Predator', 'Shooter', 'The Beeba Boys', 'Red Widow'.*

Duties include the following:

Knowledge of Microsoft office in order to track all crew's daily times, meals, and notes from the shoot day to be communicated with Production and Studio.

Keeping the daily schedule and time management; knowing how to work with different personalities to achieve the schedule.

Responsible for being first at trailers to greet cast as they arrive, as well as sign them out when they leave at the end of the film day.

In collaboration with the 2nd Assistant Director, advise when schedule requires changes, and coordinate needs of each department at Circus for the next day's CallSheet/work.

Coordinating between Hair, Makeup, Costumes, and Transportation departments to get the cast ready for set in a timely manner. While communicating with Assistant Director on set with details and progress.

In collaboration with the rest of the department, train and advise the Trainee Assistant Director in the facets of my position, as well as on set positions.

Coordinating placement of Background Actors based on context and needs of an individual scene.

Organization: **Vancouver Film Industry** **February 2017 – October 2017**

Position: **Video Assistant**

Productions: *'Lost In Space – Season 1', 'Welcome to Marwen'.*

Duties include the following:

Assistant to the Video Playback Technician on television and film sets.

Responsible for unloading, setting up camera playback monitors and carts, and laying cable for all departments requiring a video playback feed.

Responsible for maintaining video feeds and troubleshooting solutions for any set or location.

Provide support to Director, Director of Photography, and Script Supervisor in communicating needs with Video Playback Technician.

Responsible for tracking work hours and maintaining time sheets for department.

Coordinating any gear orders or needs to vendor or Production Manager.

Organization: **Vancouver Film Industry** **February 2017 – March 2018**

Position: **Camera Assistant**

Productions: *'The Flash', 'Arrow', 'Super Girl', 'The Mountain Between Us', 'Game Over Man'.*

Duties include the following:

Responsible for loading and unloading of camera truck.

Responsible for organization of gear and camera truck between other camera assistants.

Communicating with other Assistants to get the camera set up in a timely manner for the Camera Operator.

In collaboration with the 1st Assistant, load and unload camera cards/film when necessary. Then delivering the cards/film to Loader to download.

Set up and take down of all monitors on set.

Responsible for coordinating needs of camera team to other departments.

Responsible for tracking work hours and maintaining time sheets for department.

Organization: **BigPark – Microsoft Game Development** **August 2010 – September 2011**

Position: **Facility Coordinator**

Duties include the following:

Answering phones and greeting Vendors and Clients.

Coordinating all deliveries outgoing and incoming.

Responsible for coordinating Executive meeting time/date, space, meals, and list of attendees.

Managing Janitorial department:

- Setting schedules.
- Maintaining detailed list of tasks and needs from the office.
- Hiring and firing staff.

Responsible for coordinating with vendors for any on site renovations or repairs.

Organization: **One to One Fitness** **October 2008 – August 2009**

Position: **Facility Coordinator**

Duties include the following:

Responsible for greeting all clients as they enter and exit facility.

Coordinating all cleaning and maintaining of gym equipment and space.
Creating and maintaining complex computerized calendars to track client and trainer appointments, payments, and daily schedule.
Tracking and accepting all client monthly payments.