

JESSICA CHEUNG



PRODUCTION SECRETARY

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ASSISTANT PRODUCTION COORDINATOR	11/22/63 Producer: Joe Boccia PM: Joanne Jackson PC: Melissa Girotti	Mini-Series (Pilot only)	Bad Robot
ASSISTANT PRODUCTION COORDINATOR	MARILYN Producer: Don Carmody, David Cormican, Joe Boccia PM: Joe Boccia Prod Sup: Melissa Girotti PC: Cheryl Francis	Mini-Series Oct 2014– Mar 2015	Don Carmody Television
ASSISTANT PRODUCTION COORDINATOR	PIXELS Producer: Adam Sandler, Chris Columbus PM: Lyn Lucibello PC: Sabine Graham	Feature Film Apr – Sep 2014	Columbia Pictures
PRODUCTION SECRETARY	CLEMENTINE Producer: Robert D. Simon PM: Dennis Chapman PC: Ainslee Kennedy	T.V. Pilot Feb – Mar 2014	ABC Studios
PRODUCTION SECRETARY	POLTERGEIST Producers: Sam Raimi, Roy Lee PM: Lyn Lucibello PC: Vair MacPhee	Feature Film Aug 2013 – Dec 2013	Fox 2000 Pictures
BUSINESS AFFAIRS ASSOCIATE	THE COLONY Producers: Paul Barkin, Marie-Claude Poulin, Pierre Even, Matthew Cervi PM: Colin Brunton PC: Eleanor Mendes	Feature Film Sept 2011 - June 2013	Alcina Pictures Ltd./Item 7 Inc.
BUSINESS AFFAIRS ASSOCIATE	THE LESSER BLESSED Producer: Christina Piovesan PM: Daniel Bekerman PC: Susan R. Jones	Feature Film May 2012-Jan 2013 (post only)	First Generation Films
OFFICE PRODUCTION ASSISTANT	SECRETS OF EDEN Producers: Mary Young Leckie, Craig Anderson, Dean Schramm PM: Greg Copeland PC: Shelley Boylen APC: Darryl Assinck	MOW Aug - Sept, 2011	Lifetime Entertainment

2ND ASSISTANT PRODUCTION COORDINATOR	FRINGE Producers: J. J. Abrams, J.H. Wyman, Jeff Pinkner, Vladimir Steffoff PM: Vladimir Steffoff PC: Anita Trulove APC: Shayne Wilson	T.V. Series Nov 2009- April 2010	FOX Network, Bad Robot
PRODUCER'S ASSISTANT	V Producer: Kathy Gilroy PM: Dennis Swartzman PC: Clark Candy APC: Mark Tachovsky	T.V. Series July - Oct 2009	ABC Studios
OFFICE PRODUCTION ASSISTANT	V Producer: Kathy Gilroy PM: Kathy Gilroy PC: Clark Candy APC: Yale Kussin	T.V. Pilot Feb 2009	ABC Studios
OFFICE PRODUCTION ASSISTANT	THE BOY WHO CRIED WEREWOLF Producer: Scott McAboy PM: Thierry Tanguy PC: Lisa Ragosin	MOW 2009 (day calls)	Nickelodeon
PRODUCTION ASSISTANT	HARPER'S ISLAND Producer: Grace Gilroy PM: Yvonne Melville PC: Elaine Fleming APC: Brook Gies LM: Michael Roberts, Dennis Swartzman ALM: Myles Lennig, James Thompson	T.V. Series 2008	CBS Paramount
OFFICE PRODUCTION ASSISTANT	HARPER'S ISLAND Producer: Grace Gilroy PM: Grace Gilroy PC: Elaine Fleming APC: Brook Gies	T.V. Pilot Presentation Feb 2008	CBS Paramount
PRODUCTION ASSISTANT	REAPER Producers: Peter Lauer, J.P. Finn PM: Chris Rudolf ALM: Vincent Dela Luna	T.V. Series 2008 (day calls)	ABC Studios
OFFICE PRODUCTION ASSISTANT	HELEN Producer: Christine Haebler PC: Crystal Remy	Feature Film 2007 (day calls)	Insight Film Studio
PRODUCTION ASSISTANT	JPOD Producer: Matthew Chipera ALM: Donna Leahy, John Knowlton	T.V. Series 2007	CBC

OFFICE PRODUCTION ASSISTANT **THE QUALITY OF LIFE** MOW CBC
Producer: Arvi Liimatainen 2007
PM: Charles Lyall
PC: Elaine Fleming
APC: Brook Gies

OFFICE PRODUCTION ASSISTANT **INTELLIGENCE** MOW CBC
Producer: Arvi Liimatainen 2006
PM: Charles Lyall
PC: Elaine Fleming
APC: Brook Gies

***ADDITIONAL CV FOR INDEPENDENT FILMS & COMMERCIALS UPON REQUEST**

- OTHER QUALIFICATIONS**
- WHIMIS Certified
 - Proficient in Word, Excel, Movie Magic Budgeting & Scheduling, Adobe, Dropbox
 - Mac & PC Proficient
 - Experienced in Clearances, Call Sheet, DPRs, Crew List + other production documentation.
 - Full G Driver's License, own car
 - DGC Associate Member
 - Valid Canadian Passport

- EDUCATION**
- 2010-2011 Canadian Film Centre
 - Producer's Lab – Cineplex Entertainment Film Program
 - 2002-2006 University of British Columbia
 - Bachelor of Arts – Major in Film Production
 - 2001-2002 Gulf Island Film & Television School
 - Drama & Multimedia
 - 1989-2002 York House School
 - High School Diploma

REFERENCES AVAILABLE UPON REQUEST