

# MARK FOSTER

(905) 703-5112  
msfost@gmail.com



---

## PRODUCTION SECRETARY

<b>Assistant Production Coordinator</b>	<b>11/22/63</b> Producer: Joe Boccia UPM: Anna Beben PC: Melissa Girotti	Mini Series April 2015 – November 2015	Warner Bros / Bad Robot
<b>Production Secretary</b>	<b>The Expanse – Season 1</b> Producer: Lynn Raynor UPM: Manny Danelon PC: Amy Cuthbertson APC: Angelica Bailey	TV Series August 2014 – April 2015	ALCON
<b>Assistant Production Coordinator</b>	<b>Zoom</b> Producer: Sari Friedland PC: Amy Cuthbertson	Feature August 2014	Rhombus
<b>Assistant Production Coordinator</b>	<b>Poltergeist (reshoots)</b> Producer: Becki Cross Trujillo UPM: Joseph Boccia PC: Mellisa Girotti	Feature July 2014	MGM
<b>Production Secretary</b>	<b>Hannibal – Season 2</b> Producer: Michael Wray PM: Mark Reid PC: Amy Cuthbertson APC: Angelica Bailey	TV Series April - May 2014	Gaumont
<b>Production Secretary</b> weekly	<b>Agatha</b> Producer: Todd Arnow PM: Joseph Boccia Production Supervisor: Melissa Girotti PC: Eleanor Mendes	TV Pilot April 2014	ABC
<b>Production Assistant</b>	<b>Hannibal – Season 2</b> Producer – Michael Wray PM: Mark Reid PC: Amy Cuthbertson APC: Angelica Bailey	TV Series September 2013 – March 2014	Gaumont
<b>Production Assistant</b>	<b>Maps to the Stars</b> Producer: Marty Katz PM: Joseph Boccia Production Supervisor: Melissa Girotti PC: Eleanor Mendes APC: Cheryl Francis	Feature June-August 2013	Prospero Pictures

**Production Assistant Hannibal – Season 1** TV Series Gaumont  
Producer: Carol Trussell  
PM: Michael Wray  
PC: Amy Cuthbertson  
APC: Angelica Bailey  
July 2012 - May 2013

**Production Assistant Rewind - Pilot** TV Pilot GEP  
Producer: Robert Petrovicz  
PM: Michael Wray  
PC: Amy Cuthbertson  
APC: Aaron Horton  
March – June 2012

**Production Assistant Total Recall** Feature Columbia  
Producers: Neal Mortiz, Toby Jaffe  
PM: Lyn Lucibello  
PC: Sabine Graham  
APC: Cheryl Francis  
March – November 2011

**Other Qualifications**

- First Aid Certification – St. John's Ambulance
- WHMIS certified
- Extensive knowledge of Scenechronize and other databases
- Driver's license (G class)
- Mac & PC proficient
- Word
- Excel
- Photoshop
- Can write and edit for publication

**Education**

- 2006-2008 Sheridan College
- Print Journalism