

CYNTHIA POULTER



ASSISTANT PRODUCTION COORDINATOR

Please Contact on 416.912.7142 / email cynthiapoulter4@gmail.com

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| Travel Coordinator | xXx 3: The Return of Xander Cage Producers: Joe Roth, Jeff Kirschenbaum, Samantha Vincent Exec. Producers: Ric Kidney, Gloria Borders PM: Lyn Lucibello APM: Greg Denny PC: Sabine Graham | TV Series Feb – Apr 2016 | Maple Cage Productions / Revolution Studios |
| Production Coordinator | The Good Witch – Season 2 Exec. Producers: Orly Adelson, Frank Siracusa, Craig Pryce, Jon Eskenas Producer: Andrea Raffaghello PM: Kimberley Bradley | TV Series Jul 2015 – Feb 2016 | Whizbang Films / Hallmark |
| Production Coordinator | The Secret Life of Mrs. Claus Exec. Producers: Orly Adelson, Frank Siracusa, Craig Pryce, Jon Eskenas Producer/PM: Andrea Raffaghello | MOW May – Jul 2015 | Whizbang Films / Hallmark |
| Production Coordinator | Hello, It's Me Exec. Producers: Orly Adelson, Frank Siracusa, Jon Eskenas Producer/PM: Andrea Raffaghello | MOW Apr – May 2015 | Whizbang Films / Hallmark |
| Assistant Production Coordinator | Unless Producers: Julia Sereny, Jennifer Kawaja, Tristan Orpen Lynch, Aoife O'Sullivan Line Producer/PM: Derek Rappaport PC: Effy Papadopoulos | Feature Feb – Mar 2015 | Sienna Films / Subotica |
| Assistant Production Coordinator | 12 Monkeys – Season 1 Exec. Producers: Natalie Chaidez, Terry Matalas, Travis Fickett Producer: Michael Wray Line Producer/PM: Ted Miller PC: Lisa Perone | TV Series June - Dec 2014 | NBC Universal / Syfy Network |
| Travel Coordinator | Pixels Producers: Chris Columbus, Adam Sandler, Michael Barnathan, Mark Radcliffe Exec. Producers: Barry Bernardi, Patrick Jean PM: Lyn Lucibello, David Witz APM: Greg Denny PC: Sabine Graham | Feature Apr 2014 | Sony Pictures |
| Assistant Production Coordinator | Man Seeking Woman - Pilot Exec. Producers: Lorne Michaels, Andrew Singer, Jonathan Krisel, Simon Rich Line Producer/PM: Hartley Gorenstein PC: Stefan Steen | TV Pilot Mar – April 2014 | Broadway Video / FX Network |

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| Production Coordinator | Love Is Dead - Pilot Exec. Producers: Katie O'Connell, Elisa Roth, Zev Borow Producer: Sean Ryerson PM: Lisa Perone | TV Pilot Sept - Nov 2013 | Universal Cable Productions UCP / Gaumont International Television |
| Production Coordinator | Warehouse 13 – Season V Exec. Producers: Jack Kenny, Mark Winemaker Producer: Ted Miller PM: Lisa Perone | TV Series May - Sept 2013 | NBC Universal / Syfy Network |
| Assistant Production Coordinator | Beauty and the Beast – Season 1 Exec. Producers: Frank Siracusa, John Weber Supervising Producer: Rick Bota Line Producer: Thom Pretak PM: Chris Pavoni PC: Alexandra MacKenzie | TV Series Jan – April 2013 | Take 5 Productions / Whizbang Films / CW Network |
| Production Coordinator | Warehouse 13 – Season IV Exec. Producer: Jack Kenny Co-Exec Producer: Mark Winemaker Supervising Producer: Chris Fisher Line Producer/PM: Ted Miller APM: Lisa Perone | TV Series May – Dec 2012 | NBC Universal / Syfy Network |
| Assistant Production Coordinator | Warehouse 13 – Season IV Exec. Producer: Jack Kenny Co-Exec Producer: Mark Winemaker Supervising Producer: Chris Fisher Line Producer/PM: Ted Miller APM: Lisa Perone PC: Melissa Barrie | TV Series Jan – May 2012 | NBC Universal / Syfy Network |
| Assistant Production Coordinator | Mama Exec. Producer: J. Miles Dale Producer: Barbara Muschietti PM: Dennis Chapman PC: Marie-Claude Harnois | Feature Aug – Dec 2011 | Toma 78 |
| Assistant Production Coordinator | Warehouse 13 – Season III Exec. Producer: Jack Kenny Co-Exec Producer: Mark Winemaker Supervising Producer: Chris Fisher Line Producer/PM: Ted Miller APM: Lisa Perone PC: Terri Ann Myers | TV Series Jan – Jul 2011 | NBC Universal / Syfy Network |
| Production Secretary | The Vow Exec. Producer: J. Miles Dale Producers: Peter Oillataguerre, Cassidy Lange PM: Dennis Chapman PC: Marie-Claude Harnois APC: Cheryl Francis | Feature Aug – Nov 2010 | Spyglass Entertainment |
| Production Secretary | Warehouse 13 – Season II Exec. Producer: Jack Kenny Producers: Stephen Surjik, Mark Winemaker PM: Ted Miller PC: Lisa Perone APC: Terri Ann Myers | TV Series Feb – Aug 2010 | NBC Universal / Syfy Network |

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| Assistant Production Coordinator | Untitled Alien Invasion Project (Reshoots) Exec. Producers: Stephen Spielberg, Justin Falvey, Darryl Frank, Bob Rodat Producer: Cyrus Yavneh PM: Reggie Robb PC: Vair MacPhee | TV Pilot Nov – Dec 2009 | Dreamworks / TNT |
| Assistant Production Coordinator | Vacation With Derek Producers: Daphne Ballon, Suzanne French Producer/PM: Stephen Montgomery PC: Debbie Wilkinson | MOW Aug – Oct 2009 | Shaftesbury |
| Assistant Production Coordinator | Overruled! – Season II Producers: Jeff Biederman, Jeff Schechter, Suzanne French Line Producer/PM: Stephen Montgomery PC: Debbie Wilkinson | TV Series Feb – May 2009 | Shaftesbury |
| Assistant Production Coordinator | Connor Undercover – Season I Producers: John May, Suzanne Bolch, Suzanne French Line Producer/PM: Stephen Montgomery PC: Debbie Wilkinson | TV Series Sept - Dec 2008 | Shaftesbury / Heroic Film Company |
| Production Secretary | The Time Traveler's Wife (Reshoots) Producers: Justis Greene, Dede Gardner, Nick Wechsler PM: Heather Meehan PC: Sabine Graham APC: Cheryl Francis | Feature September 2008 | New Line Cinema / Joshmax Production Services Ltd. |

Other Qualifications

- WHMIS Certified
- High level of computer literacy – both MAC and PC – including Microsoft Word, Excel, Outlook and Internet.
- Touch type at 65 words per minute

Education

- 2004-2007 Queensland University of Technology Brisbane, Australia
Bachelor of Laws
- 1999-2001 Queensland University of Technology Brisbane, Australia
Bachelor of Arts (Media Studies)
 - Final Year studied at Central Washington University – Ellensburg, WA, USA