

# Christina Zaher

Assistant  
Production Coordinator

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## Key Strengths

- \* Production planning, from pre-production through wrap
- \* Small & large scale, national & international travel
- \* Experience with all production documents
- \* Database and document creation
- \* Project Management methodologies, per PMI
- \* Excellent organization & time-management
- \* Top-notch problem solving & communication
- \* Proficient at multi-tasking & meeting deadlines
- \* Experience training, building, and managing teams
- \* Motivated, hard-working, with excellent work ethic

## Work Experience

Casting Assistant & On-Set BG Rep	<b>Handmaid's Tale • Season II</b> -&- <b>Franklin</b>	December 2017 to May 2018	-	<b>Handmaid's Tale •</b> <b>Season 2 &amp; Franklin</b>
Freelance Production Coordinator	<b>Commercials &amp; Service Jobs</b>	March 2017 to present		Various commercial production companies
Assistant Production Coordinator	<b>Good Witch • Season III</b> Producer: Ted Miller PM: Lisa Perone PC: Catherine Sample	TV Series July 2016 to December 2016		Hallmark Channel
Assistant Production Coordinator	<b>Saving Hope • Season V</b> Producer/PM: Brian Gibson PC: Pam Simons	TV Series April 2016 to June 2016		eOne / CTV
Assistant Production Coordinator (prep only)	<b>The Swap</b> PM: Carmen Arndt PC: Sheena Graham	TV Movie March 2016		Disney Channel
Trainee Assistant Accountant	<b>Poor Richard's Almanack</b> Accountant: Donna Demers	TV Series (Pilot) October 2015 to December 2015		Legendary Pictures / NBC
Trainee Assistant Accountant	<b>Incorporated</b> Accountant: Joanne Barrington	TV Series (Pilot) July 2016 to December 2016		Sy-Fy / CBS
Administrative Assistant	<b>Acme FX</b>	December 2014 to May 2015		
Freelance Production Coordinator	<b>Commercials, Music Videos &amp; Corporate Videos</b>	2005 to 2014		Various commercial production companies
Production Coordinator	<b>Kids' CBC • Preschool Interstitials</b> Producer: Nadine Henry	November 2012 to September 2013		CBC

Assistant Production Coordinator	<b><i>The Next Step • Season II</i></b> Producer: Laurie McLarty PM: Michael Stoyanov PC: Mary Fraser	TV Series July 2012 to September 2012	Temple Street / Family Channel
Assistant Production Coordinator	<b><i>The LA Complex • Season II</i></b> Producers: David Lowe & Stephanie Williams  PM: Mark Reid PC: Susan R. Jones	TV Series June 2012	Epitome Pictures
Assistant Production Coordinator	<b><i>An Officer &amp; A Murderer</i></b> Producer: Mary Young Leckie PM: Lena Cordina PC: Jennifer Leek	TV Movie April 2012 to May 2012	Lifetime Channel
Craft Services *non-union	<b><i>Dreemer</i></b> Producer: Peter Harvey PM: Chris Hatcher	Short Film March 2012	CFC
Production Coordinator & Craft Services *non-union	<b><i>The Offering</i></b> Producer: Chris Agoston PM: Anthony Pangalos	Short Film March 2012	CFC
Event Production Manager	<b><i>R=Volution: Days of Art &amp; Music</i></b>  Event Architect: Amy K. Anicic	July 2011	Independent art & music festival
Travel Coordinator	<b><i>Covert Affairs • Season II</i></b> Producer: Sean Ryerson PM: B.E. Sharp PC: Jillian Sabean	TV Series February 2011 to November 2011	NBC Universal
Production Coordinator & Office Manager *non-union	<b><i>Mantracker • Seasons IV-VI</i></b> Ex. Producer: Ihor Macijewsky Producer: Deborah Burgess	TV Series February 2009 to January 2001	Bonterra Productions
Production Coordinator *non-union	<b><i>Plastic Makes Perfect • Season II</i></b>  Producers: Catherine May & Pilar Segura	TV Series August 2008 to December 2008	Breakthrough Film & Television
Production Coordinator *non-union	<b><i>GoldMind</i></b> Producer: Kim Brouwer PM: Linda Lockett	TV Series April 2008 to August 2008	WestWind Pictures
Assistant Production Coordinator	<b><i>Anne of Green Gables: A New Beginning</i></b>  Producer: Ray Sager PM: Lynn Mallay	TV Movie September 2007 to December 2007	Sullivan Entertainment

Assistant Production Coordinator	<b>Rachel's World</b> PM: Helene Valinsky	TV Series (Pilot) July 2007	Breakthrough Film & Television
Assistant Production Coordinator	<b>Paradise Falls • Season III</b> Producer: Paula J. Smith PM: Jonathan Walker PC: Tina Vacalopoulos	TV Series June 2007 to September 2007	Breakthrough Film & Television
Production Secretary	<b>The Best Years • Season I</b> Producer: Wendy Grean PM: James Crouch PC: Stefan Steen	TV Series September 2006 to March 2007	Blueprint Entertainment
Production Secretary	<b>The House Next Door</b> Producer: Wendy Grean PM: James Crouch PC: Stefan Steen	TV Movie July 2006 to September 2007	Muse Entertainment
Production Assistant	<b>Various</b>	April 2005 to June 2006	Various union shows
In-House Production Assistant	<b>Commercials &amp; Music Videos</b>	September 2002 to March 2005	Partners' Film Company

## *Other Qualifications*

- \* Mac & PC proficient
- \* Excellent research and superior file management skills
- \* Advanced knowledge of MS Office suite - Word, Excel, Powerpoint & Outlook/Entourage
- \* Advanced knowledge of iWorks' Pages, Numbers & Keynote
- \* Intermediate knowledge of Photoshop
- Very strong understanding of Google platform, particularly Gmail, Drive, Calendar & Docs
- \* Working knowledge of MS Project & Visio, Movie Magic Screenwriter, Final Draft, FunalCut, Interplay, Finale, and other non-media related apps
- \* WHMIS certified
- \* Worker & Supervisor Health and Safety Awareness certified

## *Education*

January 2014	Ryerson University Project Management Certificate	* completion currently on hold
September 2000 to April 2002	Seneca College Radio & Television Broadcasting	* graduated with diploma