

AMANDA CARTER



2ND ASSISTANT PRODUCTION COORDINATOR

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| Office PA | Christmas In Vermont Producers: Lewis Chesler, David Perlmutter, Robert Vaughn PM: Marek Posival PC: Stephen Papadimitriou APC: Meg Bowen | Feature Film Sep - Nov, 2018 | Hallmark / Chesler/Perlmutter Productions |
| Office PA | Frankie Drake Mysteries, Season 2 Producers: Christina Jennings, Scott Garvie, James Hurst, Carol Hay, Teresa M. Ho PM: Mark Reid, Carmen Arndt PC: Dave Wilson, Sheena Graham APC: Emily Boston | TV Series Apr - Sep, 2018 | CBC/Shaftebury |
| Audience Coordinator/Social Media Assistant | The Beaverton, Season 2 Producers: Laszlo Barna, Melissa Williamson PM: Nicole Butler PC: Andrea Nesbitt APC: Paul Mark | TV Series Oct 2017 - Feb 2018 | Comedy Network/Pier 21 Films |
| Office PA | The Beaverton, Season 2 Producers: Laszlo Barna, Melissa Williamson PM: Nicole Butler PC: Andrea Nesbitt APC: Paul Mark | TV Series Sep, 2017 | Comedy Network/Pier 21 Films |
| Production Coordinator | The Beaverton Digital Producers: Lisa Baylin, Jonas Diamond, Lora Campbell PM: Lora Campbell PC: Amanda Carter | Web series Oct 2016 - July 2017 | iThentic Canada |
| Office PA | People of Earth, Season 1 Producers: Conan O'Brien, Jeff Ross, David Jenkins, Norm Hiscock, David Kissinger, Larry Sullivan, Greg Daniels, Paula Devonshire PM: Carmen Arndt PC: Sheena Graham APC: Kevin Drysdale | TV Series Jul - Oct 2016 | TBS/Slanted Films |

Other Qualifications

- has a G license and is familiar with GTA routes
- collecting and organizing cast and crew information
- managing craft services and catering
- overseeing and managing the tasks of the production assistant(s)
- managing equipment and transportation rentals and pickups
- familiar with Final Draft and script formatting conventions
- event planning
- social media management

- visual research: finding stock photos, stock footage, royalty-free music and sound effects

Education

- 2014-2015 Humber College
- Certificate in Television Writing and Producing

- 2008-2012 York University
- Bachelor's Degree in Communications Studies and Film Studies