

AMANDA CARTER



2ND ASSISTANT PRODUCTION COORDINATOR

(416) 473-1280 | av_carter@hotmail.com

Office PA/Producer's Assistant	You Brought the Sunshine Producers: Holly Carter, Loretha Jones, Steve Solomos PM: Lori Fischburg PC: Seana O'Neill APC: Stephen Papadimitriou	Feature Film Jan-Feb, 2019	A&E, Lifetime
Audience Coordinator/Social Media Assistant	The Beaverton, Season 3 Producers: Laszlo Barna, Melissa Williamson PM: Nicole Butler PC: Andrea Nesbitt	TV Series Nov-Dec, 2018	CTV, Pier 21 Films
Office PA	Entertaining Christmas 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: David Wilson, Sheena Graham APC: Emily Boston	TV Series Apr-Sep, 2018	CBC, Shaftesbury
Audience Coordinator/Social Media Assistant/Office PA	The Beaverton, Season 2 Producers: Laszlo Barna, Melissa Williamson PM: Nicole Butler PC: Andrea Nesbitt APC: Paul Mark	TV Series Sep 2017 - Feb 2018	Comedy Network, Pier 21 Films
Production Coordinator	The Beaverton Digital Producers: Lisa Baylin, Jonas Diamond, Lora Campbell PM: Lora Campbell	New Media 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
- Creating and managing production documents
- Managing craft services and catering
- Overseeing and managing tasks of production assistants
- Managing equipment and transportation rentals and pick-ups
- Familiar with Final Draft and script formatting conventions
- Familiar with event planning and social media management
- Experienced with 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