

CYNTHIA POULTER



ASSISTANT PRODUCTION COORDINATOR

Please Contact on 416.912.7142 / email cynthiapoulter4@gmail.com

Travel Coordinator	Zeus – Season 1 Exec. Producers: Steven DeKnight, Lorenzo Di Bonaventura, Dan McDermott Producer: Steve Wakefield, Brook Worley PM: Michael Stoyanov PC: Shelley Boylen	TV Series Apr 2019 - present	Tutelary Productions ULC / Netflix
Travel Coordinator	Green Harvest – Season 2 Exec. Producers: Frank Siracusa, John Weber Producer: Thom Pretak PM: David Till PC: Alison Waxman	TV Series Jun – Jul 2018	YP Productions Inc. / CBS
Production Coordinator	Carpool Karaoke (Toronto) Exec. Producers: Ben Winston, James Corden, Eric Pankowski Producer: Frank Siracusa, John Weber PM: David Vaughan	TV Episode Apr – May 2018	Whizbang Films / CBS Television
Production Coordinator	In The Dark - Pilot Exec. Producers: Ben Stiller, Emily Fox, Jackie Cohn, John Weber, Frank Siracusa Producer: Andrea Raffaghello PM: David Vaughan	TV Pilot Feb – Apr 2018	Whizbang Films / CW Network
Production Coordinator	The Good Witch – Season 4 Exec. Producers: Orly Adelson, Frank Siracusa, Dean Batali, Craig Pryce, Jon Eskenas Producer: Andrea Raffaghello PM: Kimberley Bradley	TV Series Jul 2017 – Feb 2018	Whizbang Films / Hallmark
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 Colombus, 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
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
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