

TRICIA MCLEOD

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1708-65 Bremner Blvd
Toronto, ON, M5J 0A7

Executive Assistant to:
Meredith Averill
Tim Southam

LOCKE & KEY
EP: Carlton Cuise, Meredith Averill
Lindsey Springer, Tim Southam
Producer: Kevin Lafferty
PM: Dennis Chapman
PC: Janet Gayford

TV Series
Dec 15, 2018-
July 5, 2019

NETFLIX/TAKE 5

Directors Assistant to:
Michael Morris, Mark Tonderi, Dawn Wilkinson, Vincenzo Natali

Executive Assistant to:
Vicky Jones

RUN
EP: Vicky Jones
Producer: Kevin Lafferty
PM: Carmen Arndt
PC: SheenaGraham

TV Pilot
Sept 24, 2018-
Nov 25, 2018

HBO/EONE

Directors Assistant to:
Kate Dennis

Office PA

UMBRELLA ACADEMY
EP: Steve Blackman, Jeff King
Producer: Kevin Lafferty
PM: David Till/Dennis Chapman

TV Series
Sept 7, 2017-
Sept 21, 2018

NETFLIX/NBC

Other Qualifications

Production Coordinator/On Set Representative – CANADIAN FILM CENTRE
July 21, 2016 – July 21, 2017

- Provide hands on prep and production related support to the filmmaking teams as required; ensuring that cast, crew, locations, supplies and equipment needs are in place for each production and providing help where needed to producers; as well as acting as the PM on production exercises wherever possible.
- Act as the Production Team's point person with ACTRA, which includes liaising with ACTRA regarding permittee applications, overtime, contracts etc.
- On and off set collection of all production/post-production and business affair documentation for CFC Production related activities including: The Film Resident Program, Short Dramatic Films, Prime Time Television, Music and Actors Conservatory; and reviewing with the Line Producer/Production Manager and Executive in charge, as needed.
- Oversee all of the CFC's in-house production equipment, including cameras, monitors and sound kits etc.; and anticipating the technical needs of each production exercise in order to ensure that all equipment is available, properly signed in/out and maintained.
- Responsible for being the on set representative of the CFC and actively monitoring all CFC productions, ensuring that the sets are operating in a safe and professional manner, according to industry standards.

Intern – MERIDIAN ARTISTS AGENCY

May 2016 – June 2016

- Coordinated and created event binders for agents and clients attending the Banff Media Festival, including schedule, timeline, call lists, event information, and meeting confirmations (meeting information, picture, bio and contact information).
- Coordinated client meetings with development executives.
- Performed script coverage on prospective client submissions.

Creator/Studio Manager – INNOVATIVE ARTS TRAINING STUDIO

August 2012 – May 2015

- Created and built a performance arts studio from the ground up.
- Grew the company by creating & implementing new programs to sell to clients.
- Maintained a high level of customer service, driving sales growth and profitability year over year.
- Managed the day to day activities and cash flows of the studio.
- Managed accounts, projects and office administration for the entire business.
- Executed several marketing initiatives including network marketing, social media campaigns and video marketing for online advertising.
- Stage Managed the musical theatre productions.

Education

- **2015-2016** **Sheridan College**
Oakville, ON
Advanced Film & Television Program – Producing & Screenwriting
- **2011-2012** **Ontario Real Estate Association**
Oakville, ON
Certificate – Real Estate License
- **2007-2011** **The University of Western Ontario**
London, ON
Bachelor of Arts, Honours - Kinesiology

Other Film Experience

A Rock & A Hard Place	- Director/Executive Producer	Her Empire Productions
Canadian Film Centre	- Production Coordinator/On Set Rep	51 Days on various productions
Eros	- Production Manager	Lelain Films – OAC Short Film
Good People	- Producer	Sheridan College 10-minute film
Right as Rain Dimarco	- 1 st Assistant Director	Sheridan College 10-minute film
Legendairy	- Production Manager/2 nd AD	Sheridan College 10-minute film
Right as Rain Zhang	- 3 rd Assistant Director	Sheridan College 10-minute film
Letters	- Writer	Sheridan College 5-minute film
Missing Peace	- Producer	Sheridan 20-minute documentary
A Different Way	- Producer	Sheridan 5-minute documentary
Real Event	- Producer	Sheridan College 3-minute film
Bachelorette	- Writer	Sheridan College 3-minute film