

ANNE MARLEY



Please contact directly at 416.316.0761
ammarley@gmail.com

Production Coordinator:	Suits IX Producer: Desmond Paes PM: Jill Ordowich APM: Kiran Singh	TV Series Mar 2019 – Nov 2019	NBC Universal
Travel Coordinator:	Departure Producer: Teresa M. Ho PM: Robert Fisher PC: Dave Wilson	TV Series Nov 2018 – Mar 2019	Shaftesbury Films
Travel Coordinator:	It: Chapter Two Producer: Marty Ewing PM: Anna Beben PC: Cheryl Francis	Feature May 2018 – Oct 2018	New Line Studios
2nd Unit Production Coordinator:	Shazam! Producer: Peter Safran Co-Producer/UPM: David Witz PM: Greg Denny	Feature Mar 2018 – May 2018	Warner Brothers
Production Coordinator:	Frankie Drake Mysteries Producer: Jonathan Hackett PM: Teresa M. Ho	TV Series Apr 2017 – Nov 2017	Shaftesbury Films
Travel Coordinator:	Star Trek: Discovery Producer: Kevin Lafferty PM: David Till PC: Janet Gayford	TV Series Aug 2016 – Apr 2017	CBS Television
Assistant Production Coordinator:	The Kennedys: After Camelot Producer: Kevin Lafferty PM: David Till PC: Janet Gayford	TV Mini-Series Apr 2016 – Jul 2016	Muse Entertainment
Production Coordinator:	Backstabbing for Beginners Producer: Dan Bekerman Producer: Aaron Barnett PM: Effy Papadopoulos	Feature Film Nov 2015 – Apr 2016	Scythia Films
Travel Coordinator:	Heroes Reborn Producer: Kevin Lafferty PM: David Till PC: Janet Gayford	TV Limited Series Apr 2015 – Nov 2015	NBC Universal
Assistant Production Coordinator/Travel Coordinator:	Suicide Squad Producer: Charles Roven PM: Lyn Lucibello PC: Sabine Graham	Feature Feb 2015 – Apr 2015 (prep only)	Warner Brothers

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Travel Coordinator:	Single Ladies IV Producer: Brian Dennis PM: Victoria Woods PC: Justin Beck	TV Series Oct 2014 – Dec 2014	BET Network
Travel Coordinator/ Foreign Unit Coordinator:	Covert Affairs V Producer: Sean Ryerson LP/PM: B.E. Sharp PC: Jillian Sabean	TV Series Feb 2014 – Oct 2014	NBC Universal
Production Coordinator:	Apple Mortgage Cake Producer: Jonathan I. Schwartz Producer: M. Robert Lee PM: Natalie Urquhart	MOW December 2013	Entertainment One
Travel Coordinator:	Suits III Producer: Jonathan Hackett PM: Carmen Arndt PC: Sheena Graham	TV Series Mar 2013 – Nov 2013	NBC Universal
Assistant Production Coordinator:	Suits II Producer: Jonathan Hackett PM: Carmen Arndt PC: Sheena Graham	TV Series Feb 2012 – Nov 2012	NBC Universal
Assistant Production Coordinator:	The Listener III Producer: Jonathan Hackett PM: Carmen Arndt PC: Sheena Graham	TV Series Aug 2011 – Feb 2012	Shaftesbury Films
Office Production Assistant:	Stay With Me Producer: Jonathan Hackett PM: Carmen Arndt PC: Sheena Graham APC: Marc Lougheed	TV Pilot July 2011 - Aug 2011	CTV
Office Production Assistant:	Frenemies Producer: Jonathan Hackett PM: Carmen Arndt PC: Sheena Graham APC: Kevin Drysdale	TV Movie Feb 2011 – June 2011	Disney Channel
Office Production Assistant:	Falling Skies I Producer: John Ryan PM: Marc Dassas PC: Jackie-Alexander Moulson APC: Andrea Voss	TV Series June 2010 – Dec 2010	Dreamworks/TNT
Office Manager:	Topix Computer Graphics* Owner: Chris Wallace Managing Partner: Sylvain Taillon Producer: Laurie Kerr Producer: Cathy Jefferies	Various Commercials April 2008 – Jan 2010	3D animation/ VFX studio

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Production Manager:	Free Door Producer: Jonathan Schwartz Director: Michael Schmidt	Short November 2011	BravoFact
Line Producer:	The Triumph of Dingus McGraw: Village Idiot Producers: Hailey Birnie, Corey Surge Director: Corey Surge PM: Christel Crawford	Feature May 2009 – July 2009	Village Idiot Productions
Production Coordinator:	RBC “Cricket TV Billboard” Producer: Brian Cheuk PM: Adrian Chin	Commercial 2007	Avia Productions
3rd Assistant	K-OS “Born to Run” Producer: Jannie McInnes Producer: Natalie Galazka Director: Drew Lightfoot, K-OS	Music Video 2007	Revolver Film Company
Workshop Coordinator:	Vitality Media Film Workshops* Producer: Jeff Kopaz	10 Production Workshops Jan 2007 – June 2007	Vitality Media Productions Inc.
3rd Assistant	K-OS “Sunday Morning” Producer: Jannie McInnes Producer: Kevin Brereton Director: Drew Lightfoot	Music Video 2006	Revolver Film Company
Set Production Assistant:	RBC “Teddy Bear” Producer: Brian Cheuk Producer: Adrian Chin PM: Brenton Bentz	Commercial 2006	Avia Productions
Set Production Assistant:	Drop Dead Roses Producer: Tracey Ogonoski Producer: Carolynne Bell PM: Eric Wiegand	Feature June 2001 – Aug 2001	Dark Features

- IT Experience**
- Fully Literate: Scenearchive, Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Lightroom, Dreamweaver, Premiere, Final Cut Pro, Final Draft, Movie Magic Screenwriter, Filemaker Pro.
 - Experience in: Flash, InDesign, After Effects, Illustrator, PHP, MySql, Autodesk Flame.
 - Work well with both Apple and PC based programs

Qualifications • WHMIS Certified, Emergency First Aid, CPR + AED

Education The University of Western Ontario (2000-2004)
Bachelor of Fine Arts (Honors Degree – Film Studies)

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*Work Experience Description:

Office Manager Topix Computer Graphics

3D Animation/VFX Studio

- Responsibilities included assisting producers and directors at busy animation and visual effects boutique.
- Organized and managed office logistics, coordinated travel booking, handled client services
- Performed necessary paperwork for invoicing, banking, insurance claims and immigration
- Recruited and interviewed new co-op and intern staff while managing their time, coordinating with mentoring staff and ensuring follow-through on assigned projects
- General office maintenance: tidied office space, ordered equipment and supplies, updated freelancer and client databases, maintained project database, handled phones, coordinated shipping and receiving.

**Workshop
Coordinator**

Vitality Media Productions Inc.

- Responsible for the organizing and running of a series of film production workshops
- Established the infrastructure, handled all advertising and marketing, booking and handling of equipment, registering and assisting students, accounting, managing, and coordinating all other logistics of workshop maintenance.