

EMILY BENDECK

PRODUCTION / ART / LOCATIONS

✉ EMILYMARIEBG@GMAIL.COM

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in /IN/EMILY-BENDECK

IMDb EMILY BENDECK

EDUCATION

UNIVERSITY OF WATERLOO 2017 - 2021

Honours Bachelor in Global
Business and Digital Arts

SUMMARY OF QUALIFICATIONS

TECHNICAL SKILLS

Photography and Videography
Processing.js & HTML5
Graphic and UI Design
Writing
Adobe Creative Suite
Microsoft Office Suite
Scenichronize

TOP SOFT SKILLS

Observational & Detail-Oriented
Patient & Even-Tempered
Creative & Problem Solver

CERTIFICATIONS

MPPIA MOTION PICTURE INDUSTRY ORIENTATION

ActSafe | August 2020

VR AND 360 VIDEO PRODUCTION

Google Daydream | June 2020

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

CCOHS | May 2019

WORK EXPERIENCE

FRONT STREET PICTURES

PRODUCTION OFFICE ASST. | SEP - DEC 2020

- Obtained quotes and invoices, and created purchase orders. Arranged and received any shipping needed.
- Updated shooting schedules, crew lists, and cast lists throughout production. Created special reports requested by producers / the network. Created memos for cast flights, hotels, and appointments.
- Distributed call sheets, sides, safety, and location information nightly.
- Tracked down walkies and related equipment at the end of production, created L&D reports accordingly.

JAVELIN TECHNOLOGIES

JUNIOR MARKETING ASSOCIATE | SUMMER 2019

- Organized a 3-day internal training event for 120+ employees nationwide
- Designed and published an event hosting application for long-term use
- Created content for publication across most digital channels
- Optimized and analyzed lead data and drip campaigns on Pardot

INDUFESA (DO IT BEST CORPORATION)

ASSISTANT INVENTORY MANAGER | SUMMER 2018

- Translated 12,000+ inventory codes from English to Spanish to optimize efficiency for stakeholders company-wide
- Revised, stratified, cleaned, and updated full inventory utilizing advanced proficiency in Microsoft Excel

FILM RESUME

MAHALIA - NOV - DEC 2020

1ST ASSISTANT PRODUCTION OFFICE COORDINATOR
LIFETIME - MOVIE OF THE WEEK

THE FLASH - OCT 2020

LOCATIONS PRODUCTION ASSISTANT - DAY CALL
CW - TV SERIES

WENDY WILLIAMS: THE MOVIE - SEP-OCT 2020

2ND ASSISTANT PRODUCTION OFFICE COORDINATOR / OFFICE PA
LIFETIME - MOVIE OF THE WEEK

PROJECT TRASHION - MAY - AUG 2019

ART DEPARTMENT - COSTUME (WASTE) DESIGNER
STUDENT PROJECT - DOCUMENTARY

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