

MADDIE FRANCES LEVINE



973-897-3817



New York/New Jersey



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www.maddiefranceslevine.com



EXPERTISE

Adaptable and Flexible
Administrative Support
Analytical, Creative, & Critical Thinking
Attention to Detail
Building Relationships
Data Input
Optimistic Team Player
Organization
Passion for Media
Playwriting/Screenwriting
Production
Productive Innovation
Project Management
Scheduling
Shoot Coordination
Talent Profiles
Time Management
Verbal Communication

TECHNICAL SKILLS

Access
Adobe
Celtx
Final Draft
Google Docs, Sheets, Slides,
Calendar
iMovie
Microsoft Word, Excel, PowerPoint
Outlook
Photoshop
Publisher
Writer's Duet

PROFESSIONAL PROFILE

An articulate self-starter and passionate graduate seeking a television career, poised with an educational background in screenwriting and playwriting. Experienced in project management, administrative support, and crafting constructive feedback and proactive solutions. A hyper organized collaborator with a keen attention to detail who works well with management and team members to exceed goals and expectations. A storyteller at heart looking for the next compelling, enduring adventure.

WORK EXPERIENCE

PRODUCTION ASSISTANT | Selected Work

The Big Shot with Bethenny	Set Production Assistant	HBO Max
PayPal/CVS Commercial	Driver/Set Production Assistant	Donovan Productions
Verizon Commercial	Set/COVID Production Assistant	Tool of North America
POV: A Designer Profile	Technical Production Assistant	Discovery+
Soul of a Nation	Driver/Set Production Assistant	ABC News
90 Day: The Single Life - Tell All	Key Set Production Assistant	Discovery+
Cash in the Attic	Talent Production Assistant	HGTV
United Against Hate	Set Production Assistant	MTV
Spotify Lions x Cannes	Set Production Assistant	Spotify
Full Bleed	Driver/Set Production Assistant	Verisimilar Development
90 Day: Happily Ever After?	Production Assistant	TLC
Upcoming Docuseries	Production Assistant	AppleTV

- Coordinated with various departments to ensure creative continuity.
- On-set in-person assistant supporting the talent, crew, and production team.
- Acquired, transported, packed, and assembled necessary supplies including PPE, props, set pieces, furniture, and equipment via a minivan and SUVs.
- Ensured the safety of the cast and crew by coordinating testing and protocols during the COVID-19 pandemic.
- Prepared, handled, and distributed paperwork, as well as kept the set and office clean, safe, productive, and efficient.

CREATIVE DEVELOPMENT INTERN | Davenport Theatrical Enterprises | 2019 - 2020

- Attended readings, performance, and concerts on behalf of the company.
- Wrote opinions, summaries, and constructive feedback for the producers and creators.
- Proofread and edit scripts and provide suggestions for text improvements.

STAGE MANAGER & LIGHTING DESIGNER | Gateway to the Arts | 2018 - 2021

- Prepared lighting plot to illustrate instruments, dimmers, circuits and focus areas.
- Created electrical plans to document technical specifications using CAD software.
- Assigned tasks to associates to fit skill levels and maximize team performance.
- Communicated director's plans to designers for shows.
- Directed lighting, sound, and music cues during performances.
- Managed production schedule and coordinated communication between performers and production team members.

EDUCATION & TRAINING

BA: Playwriting and Screenwriting - Magna Cum Laude
SUNY Purchase College | 2016 - 2019

Script Mastery Certification
The TheaterMakers Studio | 2020

OTHER EXPERIENCE

CERTIFIED K-12 SUBSTITUTE TEACHER | Kinnelon School District | 2020 - PRESENT
GUEST SERVICES ASSISTANT | Disney's Grand Californian Hotel & Spa, Disneyland Resort | 2020 - 2020
HOLIDAY LEAD | SALES ASSOCIATE | The Disney Store | 2018 - 2020
QUICK SERVICE FOOD & BEVERAGE HOSTESS | Magic Kingdom, Walt Disney World | 2018 - 2020
CIRCULATION & CHILDREN'S ASSISTANT | Bloomingdale Free Public Library | 2017 - 2018
PAGE | Pequannock Township Public Library | 2014 - 2016