

# MADDIE FRANCES LEVINE



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New York/New Jersey



Nissan Rogue



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[www.maddiefranceslevine.com](http://www.maddiefranceslevine.com)



## EXPERTISE

Administrative Support  
Analytical Thinking  
Building Relationships  
Critical Thinking  
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

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

## PROFESSIONAL PROFILE

A highly motivated collaborator with a keen attention to detail, an old-school work ethic, and a passion for exceeding expectation, particularly in fast-paced, high stakes environments. A storyteller at heart with excellent written and verbal communications skills.

## WORK EXPERIENCE

### TESTING COORDINATOR | Trifecta Solutions | 2021 – Present

<i>Space Cadet</i>	Health & Safety Manager	Stampede Productions
<i>The Three Body Problem</i>	Testing Coordinator - US Unit	Netflix
<i>Leave the World Behind</i>	Associate Testing Coordinator	Netflix
<i>JULES</i>	Testing Coordinator	Apple Slice Productions

- Managed and maintained a unique testing cadence for cast, crew, and background talent
- Processed, scheduled, and logged new hires, day players, visitors, and vendors as per the RTW
- Organized all on-site and satellite testing events, concierge, and off-site appointments
- Coordinated schedules for nurses and couriers as needed across multiple locations daily
- Communicated with department heads to ensure clearance for 900+ employees
- Fielded questions, requests, and concerns from cast and crew regarding testing schedule, appointments, and exemption statuses on a 24/7 basis for the duration of production
- Daily, weekly, and monthly write-ups to track test types, locations, costs, and quantities
- Created and implemented a daily rapid antigen testing protocol mid-production on set
- Entered and tracked personal data of crew in a secured database for efficient collaboration

### PRODUCTION ASSISTANT | 2020 – 2021 | Select Credits Below

<i>The Big Shot with Bethenny</i>	Set Production Assistant	HBO Max
<i>Soul of a Nation</i>	Driver/Set Production Assistant	ABC News
<i>90 Day: The Single Life – Season 1</i>	Office Production Assistant	Discovery+
<i>Cash in the Attic</i>	Talent Production Assistant	HGTV
<i>United Against Hate</i>	Set Production Assistant	MTV
<i>90 Day: Happily Ever After? – Season 6</i>	Set Production Assistant	TLC
<i>Gutsy</i>	Production Assistant	AppleTV
<i>Home Inspector Joe – Season 1</i>	Production Assistant	HGTV
<i>The Great Soul Food Cookoff – Season 1</i>	Talent Production Assistant	Discovery+
<i>Undeniable: The Truth to Remember</i>	Production Assistant	Viacom/CBS
<i>Family Dinner – Season 3</i>	Key Production Assistant	Discovery+

- 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
- Prepared and distributed paperwork, and kept the set and office clean, safe, and productive

### VARIOUS ROLES | The Walt Disney Company | January 2018 – March 2020

Guest Services Assistant | January 2020 - March 2020, *Disney's Grand Californian Hotel & Spa, Disneyland Resort, Anaheim, CA* (\*Assignment ended early due to COVID-19 closures)

- Welcomed guests for their stay at the resort during a friendly interaction
- Addressed various guest concerns to their satisfaction
- Used online database system to log, organize, and protect guest information

Holiday Lead and Sales Associate | June 2018 - January 2020; *The Disney Store, Wayne, NJ*

- Led the day-to-day operations of store and the staff during peak retail season
- Sales floor guest services, cash handling, and insuring inventory control

Quick Service Food & Beverage Hostess | January 2018 - May 2018, *Walt Disney World, Orlando, FL*

- Worked independently and remained organized in a fast-paced environment
- Provided guest satisfaction by providing prompt and knowledgeable service

## EDUCATION & TRAINING

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

Script Mastery Certification  
The TheaterMakers Studio | 2020

## OTHER EXPERIENCE

CREATIVE DEVELOPMENT INTERN | Davenport Theatrical Enterprises | 2019 - 2020

CIRCULATION & CHILDREN'S ASSISTANT | Bloomingdale Free Public Library | 2017 - 2018

PAGE | Pequannock Township Public Library | 2014 - 2016