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|  |  | Patricia Crumble |
| ProfileI am a dedicated handworker and a quick study. I am a team player that works well with others. I enjoy learning all aspects of a job to be as knowledgeable and useful as possible.As a theater graduate, I am a very passionate about story telling. I have experience in directing, script writing, and producing and I am always searching to gain more knowledge to hone my craft.Through my basketball experience, I have learned leadership skills, communication skills and how to cope in high pressure situation. Along with those skills I have also learned how to be flexible and adaptable to any circumstance. With my passion and experience I know I would be an asset to any company. ContactPHONE:414-736-8978EMAIL:Jodycrumble14@gmail.comHobbiesFitness/Working OutWriting ReadingMeditatingEditingVideography |  | EDUCATIONUW-MilwaukeeJanuary 2006 – May 2010Scholarship to play basketballBachelor’s Degree of the Arts Major: TheaterVincent High SchoolSeptember 2000 – June 2004WORK EXPERIENCEWeb ManagerGeneral Bottle Supply, Los Angeles, CA| Sept. 2020 – Present* Photograph company products, edit on Adobe Photoshop and post on web site
* Marketing and creating posters and catologs
* Calculate pricing in Magento
* Keep track of shipment coming in
* Keep track of all products dimensions and matching it with the price
* Proactively identify potential issues and implement appropriate solutions

 **Production Assistant/Second Assistant Camera**The Crossroad, Los Angeles, CA | June 2022* Stayed positive, alert, and ready to respond to request
* In charge of slating
* Making sure wardrobe is ironed and clean
* Assist in setup and tear down of set
* Transport filming equipment in a safe manner

Writer/Production AssistantMotion22ThreeProduction, Milwaukee, WI | June 2018 – March 2020* Helped with writing the script using final draft
* Assist in setup and tear down of set
* Slating
* Completed runs for the director
* Assist in post-production with editing using DaVinci Resolve

Teacher’s Assistant First Stage Theater, Milwaukee, WI | June 2014 – April 2017* Carry out tasks assigned by the teacher.
* Assume responsibility for small learning groups of children.
* Assist in the maintenance of instructional materials.
* Assist in directing students during rehearsals.
* Participate in regularly scheduled meetings with other teacher’s assistants.

**Manager/Cook**7 Oaks, Milwaukee, WI | October 2002- March 2014* Provide direction, coaching and leadership for all employees (including food preparation and production, safety and sanitation and company policies and procedures.)
* Trains the staff to perform various assignments and handle the equipment.
* Responsible for training personnel in cleanliness and sanitation practices.
* Ensures that daily opening, mid and closing operation duties are being completed daily.

 **SKILLS*** Ability to communicate and perform duties while under pressure
* Proficient/expert in Adobe Photoshop, Final Draft, DaVinci Resolve, Microsoft Office, Shipper HQ and Calcurates
* Discretion and integrity
* Computer Skills, attention to details, and accuracy
* General knowledge of the television/entertainment industry
* Able to multi-task and work well with others
* Can work independently to achieve goals and have a positive attitude
* Takes responsibility and ownership of tasks
* Proactive and thorough in my approach
* Superb organizational and time management skills
* Supervisory and project management.
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