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|  |  | Patricia Crumble |
| Profile I 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. Contact PHONE:  414-736-8978  EMAIL:  Jodycrumble14@gmail.com Hobbies Fitness/Working Out  Writing  Reading  Meditating  Editing  Videography |  | EDUCATIONUW-Milwaukee January 2006 – May 2010  Scholarship to play basketball  Bachelor’s Degree of the Arts  Major: Theater Vincent High School September 2000 – June 2004 WORK EXPERIENCEWeb Manager General 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 Assistant Motion22ThreeProduction, 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. |