

CHELSEA CULLEN

PRODUCTION ASSISTANT

252-286-7275

cullench4@gmail.com

Cleveland, OH 44107

OBJECTIVE

A hands-on learner seeking work as a Production Assistant. My knack for organization and experience working with large groups for extended time periods make me a good fit for production work.

EXPERIENCE

Rare Peeps - Merch Sales - Columbus & Mansfield, OH May 2023 - Present

- Interacting with thousands of attendees at large weekend festivals like Sonic Temple and Inkarceration
- Days are an average of 14 hours on foot outside
- Maintaining organization of stock and assisting with breakdown of merch tent

Good Gravy Productions - Production Manager - Cleveland, OH July 2021 - Present

- Founding member of a local production company specializing in short films
- Art Director and creator of production schedule
- Responsible for rental, inventory, management, and return of \$10,000 in camera and lighting equipment

BDS Marketing - Display Technician - Raleigh, NC March 2020 - March 2021

- Installed and repaired interactive audio and visual displays for brands like Bose and LG using basic tool kit and specialty tools supplied by brand

Choice Events - Temporary Event Staff - New York, NY August 2016 - May 2018

- Staffed conferences and design shows in NYC like The Architectural Digest Show
- Roles ranged from assistant to event coordinator, registration, speaker chasing, and mic running

Pier 1 - Manager - New York, NY & Raleigh, NC July 2016 - March 2020

- Responsible for training staff in daily goals and safety
- Communicated through walkie
- Key holder responsible for opening and locking up store
- In charge of intake, documentation, and sorting of weekly inventory truck

Pitt County Schools - Teacher - Greenville, NC August 2010 - June 2016

- Taught high school theatre with class sizes averaging 30 students each
- Directed 2-4 afterschool shows a year for casts ranging from 10 to 90 students
- Organized county wide arts events for the community

SKILLS

Microsoft Office Suite

Google Suite

DaVinci Resolve

Adobe Premiere Pro

EDUCATION

Greater Cleveland Film Commission - Cleveland, OH

Production Assistant Workshop

March 2024

Meredith College - Raleigh, NC

BA in Theatre & Education

August 2006 - May 2010