

# SEAN HUSSEY

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## EXPERIENCE

### **507 Collective** | Development Coordinator

June 2023 - Present | Los Angeles, CA

- Serving as the personal assistant to the CEO, CFO, and COO. Responsibilities include scheduling meetings, calls, and travel.
- Reading scripts, books, and other developmental materials and providing detailed coverage using an industry-standard model.
- Available "on call" to assist with runs and tasks at any time.

### **Gramercy Park Media** | Partner Coordinator

June 2023 - Present | Los Angeles, CA

- Responsible for handling the scheduling for all company partners and closing calls for dozens of crew across global time zones.
- Assisting with the formation of financial models and talent offer letters for financed independent feature films under our banner.

### **Gearbox Entertainment** | Production Intern

May 2022 - September 2022 | Frisco, TX

- Supported Creative Development Production leadership by task tracking using JIRA, SmartSheets, and Microsoft Excel.
- Streamlined team leads' workflows by maintaining schedules and supplying notes, reports, and research during conference calls.
- Covered in-office support for my remote lead by monitoring team health and coordinating requests with key department producers.

## SAVANNAH COLLEGE OF ART AND DESIGN

### **Supervising Manager** | SCAD Production Office

September 2021 - June 2023 | Savannah, GA

- Lead a team of 14 interns in connecting students with films in need of crew, filling over 500 productions.
- Facilitated departmental collaboration by building systems to harmonize the film department with related majors' workflows.
- Liaised with professional productions looking for student crew.

### **Project Lead** | SCADpro Collaboration Courses

January 2022 - June 2022 | Savannah, GA

- Produced commercial and branded content for a line of concept jewelry for **Movado Jewelry** and presented work to the president.
- Tested photogrammetry workflows and systems for **Quixel / Epic Games** and reported findings via custom designed documentation.

## SKILLS

Script Coverage

Story Research

Administrative Skills

Building Financial Models

Drafting Offer Letters

Detail Oriented

Time Management

Project Management

Team Leadership

Production Scheduling

Distribution and Marketing

Field Production

- LED Volume Production
- On-Location Production
- Live Studio Production

## APPLICATIONS

Final Draft

Atlassian Tool Suite

- JIRA
- Confluence

Zoho

Microsoft Office Suite

Google Suite

Adobe Creative Suite

- Adobe Photoshop
- Adobe Illustrator
- Adobe Premiere Pro

Movie Magic Suite

- Movie Magic Scheduling
- Movie Magic Budgeting

## EDUCATION

Savannah College of Art and Design (SCAD)

B.F.A. | Film and Television

Minor | Producing for Film

Minor | Business Collaboration