(818) 624-6587 • E-MAIL JLMB2499@YAHOO.COM

•500 W. OAK STREET APT 211 GLENDALE, CA 91204•

JAMIE MARSHALL-BENNETT

OBJECTIVE

To gain experience in the industry and move to film.

EXPERIENCE

6/1/04-Present **ET/The Insider**

Paramount Studios, CA

Production Manager (8/22/05-present)

- Book field crews daily.
- Schedule daily assignment for all directors.
- Handle weekly payroll for my field crews.
- Coordinate crew for award shows/premieres/junkets.
- Work closely with Executives/Producers/Directors.
- Answer heavy phones and maintain office files.

Assistant Production Manager (12/6/04-8/19/05)

- Assisted Production Managers/Talent & Travel Coordinators daily.
- Replacement for Production Managers/Coordinators when needed.
- Booked field crews, kept talent schedules organized, arranged travel.
- Answered heavy phones and maintained office files.

Receptionist (7/19-12/3/04)

- Answered Heavy phones
- Handled general office duties

Production Assistant (6/1–7/16/04)

- Assisted Producers/Directors daily.
- Logging/Transcribing Tapes/Runner

2003 Reality Bar Crawl Tour

U.S.A.

Casting Director

- Ran auditions for several different reality shows.
- Learned to work on the road with very late hours.

2002 Allyn & Bacon/Insite Productions

Muncie, IN

Producer/Creative Developer/Editor

- Hands on experience on set.
- Developed original scripts/music/design for DVD.
- Editing Team/Final Cut Pro/iMovie/iDVD.

EDUCATION

1999-2003 Ball State University

Muncie, IN

- Bachelor Degree in Film/Theatre
- Graduated Magna Cum Laude.

REFERENCES

References available upon request.