

## JUSTINE E. FRANK

### FIXER/COORDINATOR IN THE GREATER PHILADELPHIA AREA

Over ten years' experience in film and television production. Areas include on set, production office and remote coordination. Possesses strong written, verbal, and visual communication skills and the ability to approach any problem with creativity and efficiency. Affable and able to relate to a diverse group of people. Innovative, competent, resourceful, and meticulous.

#### PROJECTS

"Robert Wood Johnson Foundation Interview" (digital)	Fixer/Coordinator	Kontent Films (San Fran.)	Nov. 2019
"Miss Atkins' Army" (feature)	Production Secretary	SMT Pictures, LLC	Feb-April 2018
"Glass" (feature)	Art PA	Blinding Edge Pictures	Sept-Dec. 2017
Post Cereal "Pebble Rock" (comm.)	Set PA	Drone Town Productions	July 2016
"The Adventure Twins" (short)	1 <sup>st</sup> Assistant Director	Underhill Productions	April 2016
"Dubstep Kitty" (comm.)	1 <sup>st</sup> Assistant Director	Mindless Philosopher	Mar. 2016
"Clerical Error" (short)	1 <sup>st</sup> Assistant Director	Mindless Philosopher	Feb. 2016
"Izzy Gets the F*ck Across Town" (feature)	2 <sup>nd</sup> Assistant Director	IGTFAT LLC	Jan. 2016
"The Thanksgiving Experience" (short)	1 <sup>st</sup> Assistant Director	Drone Town Productions	Nov. 2015
"Ghost Stories" (short)	1 <sup>st</sup> Assistant Director	Underhill Productions	Aug. 2015
"NBC's West Texas Investors Club" (TV show)	Asst. to Charlie Ebersol	1954 Productions	May-July 2015
LMN "They Took Our Child: We Got Her Back" (TV show)	Asst. to Charlie Ebersol	The Company	May 2015
NFL "Characters Unite" (TV show)	Asst. to Charlie Ebersol	The Company	Jan. 2015
GSN "Mind of a Man" (TV show)	Asst. to Mark Cronin	Never-Nominated Productions	July 2013
SyFy "Heroes of Cosplay" (TV show)	Asst. to Mark Cronin	51 Minds Entertainment	June-July 2013
Bravo "Below Deck" (TV show)	Asst. to Mark Cronin	51 Minds Entertainment	June 2013
TBS "Me Time with Diablo Cody" (TV show pilot)	Asst. to Mark Cronin	Never-Nominated Productions	May 2013
"AMC Presents: The Avengers" promo (comm.)	Set PA	The Walt Disney Company	April 2012
Disney's "Brave" promo (comm.)	Set PA	The Walt Disney Company	Mar. 2012
American Cinematheque: Robert Downey Jr. (live)	Set PA	American Cinematheque	Sept. 2011
Sleep Number Infomercial (comm.)	Camera PA	Free Enterprise LLC	May 2010

#### SKILLS

- Support to high profile directors/producers/talent
- Interview/hire crew
- Vendor coordination
- Equipment rentals
- Location scouting
- Paperwork facilitation
- Permit Facilitation
- Event planning
- Travel coordination
- Catering
- Administrative duties
- Expense reporting
- Research
- PA Management
- Key PA duties
- Delivery/courier services
- Domestic/International liaison

#### ADDITIONAL EXPERIENCE

**Institutional Relations Coordinator**, Episcopal Community Services (nonprofit), Philadelphia, PA – Dec. 2018 – Dec. 2019

Day-to-day duties comprised of project management and administrative including, but not limited to: coordinate, track, edit, and write grants (institutional giving) for corporate, parish, and foundation funders within the Development Department.

**Executive Assistant (temp)** via Robert Half (temp agency) Philadelphia, PA – February 2018 - Present

Multiple assignments as an Executive Assistant and Office Manager. Companies included: Instem LSS, Eureka Equity Partners, American Friends Service Committee, and Episcopal Community Services. Duties included:

**Art Gallery Associate**, Rehoboth Art League (non-profit), Rehoboth Beach, DE, Feb. 2017 – Feb. 2018

Report to the Artistic Director during various exhibitions and events within the art gallery.

**Executive Assistant (internal temp)**, The Walt Disney Company, Burbank, CA, Nov. 2015 – Aug 2016

Provided C-Level executive support to various department executives including high-level office management, administrative duties, and organizational skills. Departments included: legal, marketing and public relations, print services, film production office, corporate communications, business development and creative film services.

**Executive Assistant to President**, The Ebersol Lanigan Company, Beverly Hills, CA, Feb 2014 – Oct. 2015

Provided executive support to founder and president of the company. Assisted in creative development of various film/tv/digital projects.

**Executive Assistant to President**, 51 Minds Entertainment, North Hollywood, CA, April 2013 – January 2014

Provided C-Level executive support to co-president of company. Assisted in creative development of various film/tv/digital projects.

**Executive Assistant to EVP of Business Dev.,** Starz Entertainment Group, Beverly Hills, CA, May 2012 – January 2013

Provided C-Level executive support. Assisted in project management and tracking.

**Additional Experience** (more info available upon request)

- Artist (film, photography, fine art teacher) – 2005- present
- Library Technician (part time) – 2007-2017
- Higher Education (Admissions and Alumni Relations, part time) – 2007-2011
- Hospitality (catering, server, hostess, kitchen help, customer service, and retail), 2003-present

**TECHNICAL SKILLS:**

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MAC and PC savvy. **General Computer Programs:** Microsoft Office (Word, Excel, PowerPoint, Outlook, Keynote), Google (Gmail, Google drive, calendar), Apple (iCal, iMessage, iBooks, iTunes, Mail, Pages, Numbers, iCloud), Adobe (Photoshop, Premiere Pro, Lightroom, InDesign, Bridge, Acrobat Professional), Safari, Internet Explorer, Google Chrome, Firefox, Kindle, DropBox, Concur, JoinMe, BlueJeans, TripIt, Skype, WhatsApp. **Donor/Non-Profit Platform Software:** Raiser's Edge, DonorSearch. BlackBaud. **Film Production Software:** Movie Magic (EP Budgeting & EP Scheduling), Final Draft, Adobe Premiere Pro, Final Cut Pro, Avid Media Composer. **Integrative Library Systems:** OverDrive, DLC, Flipster, CollectionHQ, Sirsi, Voyager, and digital cataloguing. **Social Media Platforms:** Twitter, Facebook, Tumblr, Google+, Reddit, Instagram, GoodReads, and Pinterest. Professional experience with various **art mediums, film, photography, and lighting equipment.**

**EDUCATION**

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**Ringling College of Art and Design**—Sarasota, FL - BFA in Digital Filmmaking – 2007-2011

**Continuing Education** through online coursework and pursuit of MA.

**Awards and Honors:** Best of Ringling (juried college-wide show) 2008 & 2011, Dean's list, President's list.