

# JUSTINE E. FRANK

## PROJECTS

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"Robert Wood Johnson Foundation Interview" (digital)	Fixer/Coordinator	Kontent Films (San Fran.)	Nov. 2020
"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

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- Support to high profile directors/producers/talent
- Interview/hire crew
- Vendor coordination
- Equipment rentals
- Location scouting
- Video & still image editing
- Videography
- Paperwork facilitation
- Permit Facilitation
- Event planning
- Travel coordination
- Catering
- Administrative duties
- Sound Design
- Photography
- Expense reporting
- Research
- PA Management
- Key PA duties
- Delivery/courier services
- Domestic/International liaison
- Creative/technical writing

## ADDITIONAL EXPERIENCE

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- Artist (film, photography, fine art teacher) – 2005- present
- Hospitality (catering, server, hostess, kitchen help, customer service, and retail), 2003-present
- Executive Assistant – 2007-present

## TECHNICAL SKILLS:

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### PC and MAC savvy

#### General Computer Programs:

- Microsoft Office Suite
- Google Suite (G-Drive)
- Asana
- Apple Suite
- Concur and Open Air
- Teams, Zoom, Slack
- ZenDesk and ZoHo
- Intercom
- Trello
- AirTable
- Masterpiece Manager System

### Creative and Artistic:

- Adobe Photoshop
- Adobe Premiere Pro
- Adobe Lightroom
- Adobe InDesign
- Adobe Bridge
- Adobe Acrobat Professional
- Various Art Mediums
- Photography
- Animoto, Canva, Buffer
- Extensive Film experience
  - Lighting Equipment
  - Movie Magic (EP Budgeting & Scheduling)
  - Final Draft
  - Final Cut Pro

## 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 certificate pursuits.

Master Gardener, Penn State University - 2022