

Siobhan Barnett

Employment History

- “Make It or Break It” (ProdCo/ABC Family)** **APOC** **Mar. 09 – Present**
- Managed crew, vendors and distribution lists and all cast/crew script distribution
 - Handled insurance certs, ESN uploads, meeting/table read set-up and food carts for set
 - Dealt with cast contracts, equipment rental, expendables orders for all departments
 - Maintained/corrected the PR, DGA work lists, AFTRA exhibit G's and production paperwork
 - UPM: Maria Melograne, POC: Delia Circelli
- “Ghost Whisperer” (ABC Studios)** **APOC** **Aug. 06 – Mar. 09**
- Managed crew, vendors and distribution lists, script distribution, and parking assignments
 - Coordinated crew screenings and helped coordinate Christmas and wrap parties
 - Handled office supply orders, insurance certs, walkies, office catering, ESN/VPO uploads
 - Responsible for finding and hiring medics and studio teachers
 - Originally hired as an office P.A. and promoted twice during the course of the show
 - Filled in for POC on sick and/or personal days
 - POC: Kelly Nass
- “Dream Jobs” (Actual Reality Pictures)** **Casting Coordinator** **Dec. 07 – Jan. 08**
- Coordinated internet outreach in various cities across the country to find contestants
 - Created and managed a filing system for casting materials
- Redbelt (Sony Pictures Classics)** **Key Office P.A.** **Apr. 07 – June 07**
- Managed office supply orders, shipping, and filing system
 - Filled in for assistant coordinator due to unexpected absence and illness
 - UPM: Mads Hansen, POC: Ellen Dunn
- “The Unit” (20th Century Fox)** **Production Secretary (Temp.)** **July 06**
- Assisted the coordinator and assistant coordinator with script distribution and supply orders
 - POC: Brenda Pulos
- Butterfly on a Wheel (Irish Dreamtime)** **Assistant to Gerard Butler (Cast)** **May 06**
- Managed calendar
 - Facilitated personal needs
 - Interfaced with cast and upper-level crew on a daily basis
 - POC: Margaret Thomas
- Death of a President (Borough Films)** **Production Secretary** **Apr. 06 – May 06**
- Coordinated travel arrangements for cast and upper-level crew
 - Responsible for managing file system and ordering equipment and supplies
 - Producer/UPM: Christina Varotsis, POC: Claire Connelly
- “Prison Break” (20th Century Fox)** **Key Office P.A.** **July 05 – Mar. 06**
- Responsible for cast books, cast lists, and distribution of cast deal memos
 - Assisted the coordinator with cast and stunt contracts
 - Managed filing system, purchase order logs, UPM's calendar, and housing lists
 - UPM: Ellen Blum, POC: Margaret Thomas
- Drunkboat (Mr. Mudd)** **Office P.A.** **June 05 – July 05**
- Assisted the clearance coordinator with copyright and clearance research
 - Managed accounting files and paperwork, including purchase orders
 - UPM: Christina Varotsis, POC: Margaret Thomas
- Pleading Guilty (Sony/TNT)** **Key Office P.A.** **May 05**
- Responsible for hiring and managing interns
 - Assisted the coordinator and assistant coordinator with equipment and supply orders
 - POC: Pat McCarthy
- Various Production Companies** **Freelance P.A./Intern** **June 01 – Dec. 05**
- Full list of credits available upon request

Education

Columbia College Chicago

BA Film/Video - Class of '05

Chicago, IL