

# Shane Birdsill

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## Production Experience

- Aug 2006 – **NBC Universal, “Monk” (TV Series)** Los Angeles, CA  
Nov 2009 *Assistant Production Coordinator*
- Supervised a staff of 2-4 production assistants
  - Tracked and managed security procedures and paperwork
  - Updated and managed all production office filing systems
  - Created and updated all crew, contact, extension, and distribution lists
  - Issued Certificates of Insurance, purchase orders, and crew start paperwork
  - Managed electronic studio systems, cast contract supervision and film inventory
  - Coordinated location permits, equipment rentals, and additional crew hiring
- Apr 2006 – **Showtime, “Weeds” (TV Series)** Los Angeles, CA  
Jul 2006 *Assistant Production Coordinator*
- Feb 2006 – **NBC Universal, “Haskett’s Chance” (TV Pilot)** Burbank, CA  
Apr 2006 *Assistant Production Coordinator*
- Aug 2005 – **Thanksgiving Films, “Jam” (Feature Film)** Santa Monica, CA  
Oct 2005 *Assistant Production Coordinator*
- Feb 2005 – **David E. Kelley Productions, “Halley’s Comet” (TV Pilot)** Manhattan Beach, CA  
Apr 2005 *Production Office Coordinator*
- Supervised assistant coordinator and staff of three production assistants
  - Served as liaison between artists, producers and corporate executives
  - Assisted producers with production schedule creation and maintenance
  - Managed office payroll, SAG contracts, DGA reports, and cast insurance
  - Coordinated travel and accommodations for entire cast and crew
- Jun 2004 – **EcoToner** Los Angeles, CA  
Jan 2005 *Coordinator*
- Coordinated all media events and charity functions
- Feb 2004 – **David E. Kelley Productions, “The DeMarco Affairs” (TV Pilot)** Manhattan Beach, CA  
May 2004 *Production Office Coordinator*
- Jun 2003 – **Madison Avenue Productions, “Secret Santa” (TV Movie)** Pasadena, CA  
Aug 2003 *Assistant Production Office Coordinator*
- Jul 2001 – **David E. Kelley Productions, “Boston Public” (TV Series)** Manhattan Beach, CA  
Feb 2004 *Assistant Production Office Coordinator*
- Aug 2000 – **David E. Kelley Productions, “Boston Public” (TV Series)** Manhattan Beach, CA  
Jul 2001 *Production Office Assistant*

## Education

Bachelor of Arts, Montana State University  
Major: Media and Theatre Arts, Graduated: Dec 1996

**References available upon request.**