

# Stephanie Gaudinier

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## Experience

### ASSISTANT EXPERIENCE

**PERSONAL ASSISTANT TO ROB ABBOTT | MAY 2023 – PRESENT**

### WRITING EXPERIENCE

**FREELANCE WEBSITE EDITOR | CROTON ROTARY CLUB JOURNAL | JANUARY 2023 - PRESENT**

PROOFREAD, EDIT, UPDATE AND WRITE COPY FOR CROTON ROTARY CLUB WEBSITE

**FREELANCE WRITER | CROTON ROTARY CLUB JOURNAL | AUGUST 2023 – SEPTEMBER 2023**

WROTE A FEATURE ARTICLE FOR THE ROTARY CLUB JOURNAL FOCUSED ON LOCAL HIKING TRAILS AND WALKWAYS

**FREELANCE WRITER | RIVER JOURNAL | DECEMBER 2022 ISSUE**

WROTE A FEATURE ARTICLE HIGHLIGHTING TWO FEMALE FIGHTERS IN A LOCAL VOLUNTEER FIRE DEPARTMENT

**FREELANCE WRITER | CROTON ROTARY CLUB JOURNAL | JULY 2022 – AUGUST 2022**

WROTE A FEATURE ARTICLE FOR THE ROTARY CLUB JOURNAL FOCUSED ON THE LOCAL VOLUNTEER FIRE DEPARTMENT

**P.S. 20 ANNA SILVER SCHOOL | INSTRUCTOR – WRITING ENRICHMENT PROGRAM | JULY 2020 – AUGUST 2020**

CREATED A CURRICULUM AND TAUGHT A 7-WEEK WRITING PROGRAM FOR CHILDREN (PRE-SCHOOL – 5<sup>TH</sup> GRADE). THE MAIN OBJECTIVE OF PROGRAM WAS TO TEACH STUDENTS THAT THEIR VOICE MATTERS. STUDENTS LEARNED HOW TO SHARE THEIR VOICE THROUGH WRITING. AREAS OF WRITING COVERED WERE AS FOLLOWS: LETTER WRITING, JOURNALING, POETRY, SONG WRITING, GRAPHIC NOVELS/COMICS, SHORT STORIES, AND STORY STRUCTURE (SETTING, CREATING CHARACTERS, WORLD BUILDING, LEARNING HOW TO CREATE A STORY BEGINNING, MIDDLE AND END).

**EDITORIAL INTERN | RESPECT. MAG | APRIL 2016 – APRIL 2017**

WROTE CONTENT FOR RESPECT. MAG'S DIGITAL PLATFORM

### FILM EXPERIENCE

#### WHITE HOUSE PLUMBERS

**PRODUCTION SECRETARY | NOVEMBER 2020 – DECEMBER 2021**

**| JANUARY 2020 – MARCH 2020 (PRE-PANDEMIC SHUTDOWN)**

RANDOM PRODUCTIONS (HBO SUBSIDIARY)

PRODUCTION COORDINATOR: MACKENZIE LUZZI

**JOB RESPONSIBILITIES:** DISTRIBUTE HARD COPY SCRIPTS AND PAGES ONCE RELEASED, GENERATE SIDES AND INSURE THEY ARE OFF THE MOST UP TO DATE SCRIPTS. DISTRIBUTE DEAL MEMOS AND CAST CONTRACTS, CALL SHEETS, LOCATION ATTACHMENTS AND PROPER SAFETY BULLETINS TO CREW, FIRST SHOT, LUNCH AND WRAP REPORTS, EXHIBIT GS, ETC. CREATE AND MAINTAIN CAST AND CREW LISTS, OPEN VENDOR ACCOUNTS, FACILITATE AGREEMENTS BETWEEN HBO LEGAL/RM AND VENDORS, KEEP TRACK OF AGREEMENTS THROUGH EXECUTION AND REQUEST COIS. DISTRIBUTE ALL COMPLETED AGREEMENTS AND COIS TO NECESSARY PARTIES, UPLOAD ALL PRODUCTION DOCUMENTS TO SCENECHRONIZE, HANDLE ALL FILING, PREP ALL MATERIALS FOR PRODUCTION MEETINGS (SCRIPTS, BREAKDOWNS, SCHEDULES, ETC.), WRITE AND SUBMIT PURCHASE ORDERS AND ACQUIRE STATION 12S FOR STUNT PERSONNEL.

**THE UNDOING (Additional Photography Unit)**  
**OFFICE PA |DECEMBER 2019 – DECEMBER 2019**  
CALLING GRACE PRODUCTIONS (HBO SUBSIDIARY)  
PRODUCTION COORDINATOR: MACKENZIE LUZZI

**JOB RESPONSIBILITIES:** ASSIST THE PRODUCTION COORDINATOR WITH DAILY PRODUCTION NEEDS SUCH AS: DISTRIBUTING MATERIALS AS THEY COME BACK FROM SET, ANSWERING PHONE, FILING, GOING TO SET WHEN NEEDED TO GATHER CONTRACTS, EQUIPMENT, ETC., UPLOADING DOCUMENTS TO ONLINE DATABASE, UPLOADING RECEIPTS TO CASHET AND SUBMITTING ENVELOPS TO ACCOUNTING, AIDING IN ANY OTHER WAY POSSIBLE.

#### **I KNOW THIS MUCH IS TRUE**

**OFFICE PA |NOVEMBER 2018 – NOVEMBER 2019**  
PRODUCTION COORDINATOR: MACKENZIE LUZZI

**JOB RESPONSIBILITIES:** ASSIST THE PRODUCTION COORDINATOR AND ASSISTANT PRODUCTION COORDINATOR WITH DAILY PRODUCTION NEEDS SUCH AS: FIXING TECHNICAL ISSUES WITH DAILIES UPLOADS TO IPADS, ANSWERING EMAILS/PHONES, UPDATING EXHIBIT GS/PRS, UPLOADING DOCUMENTS FROM SET TO DATABASE ON SCENECHRONIZE, OPENING VENDOR ACCOUNTS, TRACKING AND SUBMITTING RECEIPTS FOR PCARD ENVELOPS TO BE SUBMITTED TO ACCOUNTING, SUBMITTING CHECK REQUESTS TO ACCOUNTING, WRITE AND SUBMIT PURCHASE ORDERS, KEEP TRACK AND MAINTAIN CRAFTY FOR PRODUCTION OFFICE AND ABOVE THE LINE PERSONNEL, KEEP, TRACK AND MAINTAIN INJURY LOG, PREP SIDES, CALL SHEETS AND LOCATION ATTACHMENTS FOR DAILY SHOOTS AND AIDE IN ANY OTHER WAY POSSIBLE.

#### **BRITTANY RUNS A MARATHON**

**OFFICE PA |SEPTEMBER 2017 – DECEMBER 2017**  
BRITTANY PRODUCTIONS, INC.  
PRODUCTION COORDINATOR: KARLA STRUM

**JOB RESPONSIBILITIES:** ASSIST THE PRODUCTION COORDINATOR/PRODUCERS WITH DAILY PRODUCTION NEEDS SUCH AS: DISTRUBTING MATERIALS AS THEY COME BACK FROM SET, ANSWERING PHONE, FILING, GOING TO SET WHEN NEEDED TO GATHER CONTRACTS, EQUIPMENT, ETC., UPLOADING DOCUMENTS TO ONLINE DATABASE, UPLOADING RECIEPTS TO CASHET AND SUBMITTING ENVELOPS TO ACCOUNTING, AIDING IN ANY OTHER WAY POSSIBLE.

## **Additional Experience**

**KEYHOLDER (MANAGEMENT)| JOANN FABRIC| MAY 2023 – PRESENT**

**TASK TEAM MEMBER | JOANN FABRIC| FEBRUARY 2023 – APRIL 2023**

## **Education**

**B.A. PLAYWRITING/SCREENWRITING | MAY 2014 | SUNY PURCHASE COLLEGE**

Major: playwriting/screenwriting Minor: theatre & performance

Related coursework: Playwriting I&II, Screenwriting I&II, Adapting Literature for Performance, Writing for Television, Writer's Scene Workshop

- Graduated Magna Cum Laude
- Dean's List Fall 2012 – Spring 2014

**A.A.S. LIBERAL ARTS & SCIENCES | MAY 2012 | WESTCHESTER COMMUNITY COLLEGE**

Major: liberal studies

- Phi Theta Kappa Honors Program
- Dean's List Fall 2010 – Spring 2012

## **SKILLS & ABILITIES**

Proficient in Microsoft Word, Excel, and PowerPoint. Wordpress, SEO, fact-checking, Outlook, Google docs, Dropbox, Proficient with Final Draft, PIX systems, Scenechronize, Asset Hub, Sync on Set, BOX, Celtx and social media sites such as Facebook, Twitter, Instagram and LinkedIn. Basic skills with Final cut pro 7, Adobe premiere, Adobe reader, Microsoft Publisher.