

Stephanie Bension

Production Secretary/APOC

stephaniebension@gmail.com | 713-340-8703 | Houston, Texas local | Available to travel worldwide

EXPERIENCE

Production Secretary

Eleven Days (Lucky Number 8 Films) | Houston, Texas | 2025

- Executed all email distributions using Setkeeper software
- Finalized 20+ Cast Deal Memos in coordination with Casting
- Managed three Production Assistants and five interns
- Implemented filing system using Dropbox & Google Drive
- Coordinated over 300 clearance forms for Cast/Crew/Background to film inside a prison
- Sourced vendors, negotiated pricing and executed contracts
- Maintained Production Office including handling packages, supply ordering, file organization and other Cast/Crew needs as assigned

Mo Season 2 (Netflix, A24) | Houston, Texas | 2024

- Created and distributed daily call sheets, lunch reports and wrap reports
- Generated sides using Netflix Production Center
- Circulated deal memos, COIs, clearances, Cast & Crew lists
- Assisted with and proofread travel memos
- Arranged international shipping of camera gear, props and costumes with carnet
- Coordinated script updates & disseminated to cast
- Uploaded dailies using V-Lab technology

Assistant Production Coordinator

Ick (Independent) | Houston, Texas | 2023

- Processed crew start paperwork and timecard submissions
- Managed invoices and processed vendor checks
- Distributed and tracked petty cash and corresponding receipts
- Dispersed over \$10k per diem weekly to Cast & Crew
- Coordinated travel for crew members
- Facilitated equipment rentals

Production Assistant

- ***American Idol*** | Las Vegas, Nevada, | 2010: Singing competition show, Office PA
- ***Face of Vegas*** | Las Vegas, Nevada | 2009: Reality TV show pilot

EDUCATION

Master of Science in Entertainment Business, Full Sail University, 2023 - Valedictorian

Bachelor of Science in Radio-Television Film, The University of Texas at Austin, 2009