



CONTACT ME


 713-340-8703

 stephaniebension@gmail.com

 [linkedin.com/in/stephaniebension/](https://www.linkedin.com/in/stephaniebension/)

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

SKILLS SUMMARY

- Strong oral and written communication skills
- Stellar attention to detail and organization
- Comfortable in high-pressure, fast paced work environments
- Adept at managing file distribution lists through softwares such as Scenechronize and Netflix Production Center
- Versed in updating databases, production reports and show files
- Gifted with establishing relationships with principal players on shows and films

PROGRAMS & PLATFORMS

- Adobe Premiere, Acrobat, Express
- Asana
- Canva
- Final Cut Pro
- Google Platforms
- Microsoft Office Suite
- Netflix Production Center
- Scenechronize
- Smart Sheet
- Social Media Platforms (Facebook, Instagram, LinkedIn, Tik Tok, Twitter)

ASSOCIATIONS

 Full Sail University Black Student Union, Operations Chair

 Houston Livestock Show and Rodeo, Yearly Scholarship Alumni Speaker

 Houston Area Urban League Young Professionals, PR & Marketing Co-Chair

 National Poetry Slam

STEPHANIE BENSION

PRODUCTION SECRETARY

Production Secretary with 2+ years in film and television production, on track for a Production Coordinator role. From Houston, Texas, based in Burbank, California, and willing to travel.

EXPERIENCE

Production Secretary

- **Mo Season 2 (Netflix, A24)** | Houston, Texas | 2024
 - Distributed daily call sheets, lunch reports, wrap reports
 - Generated sides using Netflix Production Center
 - Circulated deal memos, COIs, clearances, crew & cast lists
 - Coordinated script & disseminated to cast
 - Assisted with dailies using V-Lab technology
 - Executed vendor contracts
 - Arranged international shipping of camera gear, props and costumes including establishing carnet
 - Maintained Production Office including handling packages, supply ordering, file organization and other cast/crew needs as assigned

Office Production Assistant

- **Ick (Independent)** | Houston, Texas | 2023 | Horror-Comedy Feature Film directed by Joseph Kahn
 - Processed crew start paperwork and assisted Production Supervisor with timecard submissions
 - Managed invoices and processed vendor checks
 - Distributed and tracked petty cash and corresponding receipts
 - Dispersed per diem to ATL cast/crew
 - Executed distribution of daily sides and call sheets
 - Coordinated travel
 - Facilitated equipment rentals and improved vendor relationships, negotiated contracts

Production Assistant

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

ADDITIONAL EXPERIENCE

Account Executive

- Intercross | Minneapolis, Minnesota | 2022

Project Manager

- Decode Advertising | Houston, Texas | 2020 - 2021

Influencer Marketing Manager

- VerifiedWorks | Houston, Texas | 2019