

CONTACT ME



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EDUCATION



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



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

SKILLS SUMMARY

- Account Management
- Brand Strategy
- Content Management
- Digital Marketing
- Event & TV Production
- Interpersonal Communication
- Microsoft Office Suite & Google Suite
- Organization
- Partnership & Influencer Marketing
- Problem-Solving
- Project Management
- Public Speaking
- Social Media Marketing
- Time Management
- Training & Leadership Development
- Video Editing

PROGRAMS & PLATFORMS

- Adobe Premiere, Acrobat, Express
- Asana, Trello
- Canva
- Constant Contact
- Final Cut Pro
- Google Platforms
- Mailchimp
- Microsoft Office Suite
- Scenetime
- Smart Sheet
- Social Media Platforms (Facebook, Instagram, LinkedIn, Tik Tok, Twitter)
- Wix

ASSOCIATIONS



Full Sail University Black
Student Union, Alumni 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

Seasoned Executive Assistant with 5+ years in television/film production, proven track record of improving processes.

RECENT CREDITS

Production Coordinator

- Ick | 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

RELEVANT SKILLS

- Rolling and initiating calls
- Filing
- Scheduling meetings
- Coordinating travel
- Preparing and submitting expense reports
- Taking meeting notes
- Strong oral and written communication skills
- Managing file distribution lists through softwares such as Scenetime
- Updating crew and talent databases
- Updating production reports and show files
- Establishing relationships with principal players on shows

WORK HISTORY

Account Executive

- Intercross | Minneapolis, Minnesota | 2022

Project Manager

- Decode Advertising | Houston, Texas | 2020 - 2021

Influencer Marketing Manager

- VerifiedWorks | Houston, Texas | 2019

Creative Marketing Manager

- Drunk Elephant | Houston, Texas | 2018

Marketing Coordinator

- Monte Carlo Casino | Las Vegas, Nevada | 2011 - 2013

ADDITIONAL CREDITS

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