

Stephanie Bension

Production Secretary/APOC

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

EXPERIENCE

Production Secretary

Meemaw | Austin, Texas | 2025-2026

- Assembled and distributed daily sides using Scenechronize Software
- Completed Station 12 and Taft-Hartley Forms (Have Caller ID with SAG-AFTRA)
- Managed Loss & Damage log, Injury Report log and Workman's Compensation forms
- Processed check requests for invoices and reimbursements using Greenslate
- Mentored two Production Assistants new to the industry

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

- Prepared over 300 clearance forms for Cast/Crew/Background to film inside a prison
- Finalized 20+ Cast Deal Memos in coordination with Casting
- Supervised three Production Assistants and five interns
- Executed all email distributions using Setkeeper software
- 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
- Clarified script updates with writers & disseminated to cast
- Uploaded dailies using V-Lab technology

Assistant Production Coordinator

Ick (Independent) | Houston, Texas | 2023

- Dispersed over \$10k per diem weekly to Cast & Crew
- Compiled crew start paperwork and timecard submissions
- Computed invoices and administered vendor checks
- Distributed and tracked petty cash and corresponding receipts
- 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