



# AUBREY LEE GLOVER

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UPM/PRODUCTION COORDINATOR/2AD  
APOC/OFFICE ASSISTANT

## RELATED EXPERIENCE

### SET OFFICE P.A.

LOS ANGELES, CA  
OCTOBER 2016  
NBC Universal  
"Girlfriends Guide to Divorce" LA Unit  
+ Coordinate Talent and Background  
+ Run Base Camp  
+ Organize and process paperwork

### 22AD

LOS ANGELES, CA  
OCTOBER 2016  
Rad, Brooklyn/Sony Music  
Train "Play that song" music video  
+ Coordinate Talent and Background  
+ Follow and keep to shoot schedule

### 2AD

LOS ANGELES, CA  
OCTOBER 2016  
Cinemand  
Shane Dawson's "The Lottery" (YouTube Series)  
+ Oversee budget and schedule of shooting  
+ Find appropriate locations  
+ Create forms/contracts/agreements  
+ Organize/fill out paperwork  
+ Find/Hire Crew  
+ Track payroll/submit payroll

### UPM/PRODUCTION CO-ORDINATOR

LOS ANGELES, CA  
AUGUST 2016  
Slightly Distorted Productions  
Tinderella (pilot)  
+ Oversee budget and schedule of shooting  
+ Find appropriate locations  
+ Create forms/contracts/agreements  
+ Organize/fill out paperwork  
+ Find/Hire Crew  
+ Track payroll/submit payroll

### PRODUCTION CO-ORDINATOR

LOS ANGELES, CA  
JULY 2016 - AUGUST 2016  
The Asylum  
Sinbad (feature film)  
+ Assess budgets and oversee schedule of shoot  
+ Find appropriate locations  
+ Create purchase orders/contracts/agreements  
+ Follow up with vendors and location representatives  
+ Process timecards/submit payroll  
+ Process/Organize proper paperwork  
+ Create sides and call sheets  
+ Cast/Coordinate/Schedule BG Actors

### PRODUCTION CO-ORDINATOR/ CASTING ASSISTANT

STILLWATER, OK  
APRIL 2016 - JUNE 2016  
The Asylum  
A Small Town Murder (lifetime movie)  
+ Assess budget and oversee schedule of shoot  
+ Coordinate Travel including flights, hotels,  
and transportation  
+ Create purchase orders/contracts/agreements  
+ Process timecards/submit payroll  
+ Process/Organize proper paperwork  
+ Create sides and call sheets  
+ Cast/Coordinate/Schedule BG Actors/Main Actors  
+ Coordinate in person/online auditions  
+ Work with Casting Director in finding appropriate  
Actors

### APOC/22AD

LOS ANGELES, CA  
OCTOBER 2015 - JANUARY 2016  
The Asylum  
Independent's Day (feature film)  
+ Assist the Production Coordinator with all  
paperwork  
+ Oversee Actors while on/off set  
+ Organize Actors schedule with hair/makeup/  
wardrobe  
+ Track Actors hours/break times/overtime,  
handle  
timecards/payroll submission

### PRODUCTION ASSISTANT

LOS ANGELES, CA  
JUNE 2015 - OCTOBER 2015  
The Asylum  
Isle of the Dead (feature film)  
+ Setup/break down set  
+ Tackle all set needs  
+ Assist whatever department necessary  
+ Escort VIP Actor to and from set

### TALENT PRODUCTION ASSISTANT

NEW YORK, NY  
MARCH 2009  
CBS  
The Visa Signature Tony Awards  
Season Celebration  
+ Check in/check out talent  
+ Escort talent throughout stage/backstage  
areas  
+ Follow schedule of talent needed

## SKILLS

- + Strong organization
- + Computer/Technologically Savvy
- + Positive Team Player
- + People person
- + Able to multi-task
- + Able to upkeep schedule
- + Independent worker
- + Quick learner

## REFERENCES

Cathy Leahy	Manager @ Dreamworks	(818) 618-1794
Scotty Mullen	Casting Director @ The Asylum	(310) 733-6817
Terrence Kiriokos	Freelance UPM	(714) 872-1756