**Shaylie Norton**

**(307) 689-6166**

shaylienorton@gmail.com

Los Angeles, CA

**Professional Experience**

Writers’ PA/2nd Script Coordinator

“12 Monkeys” – Seasons 3 & 4 – NBCUniversal/Universal Cable Productions – 2016-2017

* Ordered/picked-up meals
* Kept track of receipts for purchasing card statements
* Ran errands for showrunner and writers
* Kept supplies in stock
* Opened/closed offices daily
* Printed/handed out scripts
* Proof-read scripts before distribution
* Maintained a flexible schedule

Set PA

“The Value of Ex” – Diva Media – 2016

* Marked floors for actors
* Arranged/cleaned set pieces between takes
* Made sure cords were properly coiled
* Kept tracks of expenses

**Skills**

Computer Applications

Mac & Windows, Final Cut Pro, Scenechronize, Final Draft, Microsoft Office

Production/Office

Call sheets, shot lists, script coverage, multi-line phone systems, scheduling

Miscellaneous

First Aid/CPR qualified, driver’s license and car with clean record, current passport, basic Spanish

**Education**

Writing/Directing

Colorado Film School, Denver, CO

BA in Psychology

University of Wyoming, Laramie, WY

**References**

Lisa Boyd: [laschultzboyd@gmail.com](mailto:laschultzboyd@gmail.com)

Chris Monfette: [cwmonfette@gmail.com](mailto:cwmonfette@gmail.com)

Terry Matalas: [tmatalas@gmail.com](mailto:terrymatalas@gmail.com)

\*Additional references available upon request.