

# Zack Wallace

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## EDUCATION

**BFA in Film and Television Production from Chapman University, Orange, CA**

## EMPLOYMENT HISTORY

- Freelance Production Coordinator, *Apple Inc. Web Content, Media Arts Lab*** 3/21/2015 - Present
- Hire crew, coordinate talent, find and rent equipment
  - Act as liaison between production and client
  - Complete expense reports for all departments
  - Prepare and distribute call sheets and shooting schedules
- Assistant to Co-Executive Producer, *The Last Tycoon, Amazon Studios*** 12/8/2015 - 3/15/2016
- Organized calendar, set meetings, managed phone log
  - Created and distributed daily prep schedule for all departments
  - Corresponded with agents, managers, and studios
  - Relayed information to and from all departments
- Key Office Production Assistant, *True Detective, HBO*** 8/23/2014 - 1/23/2015
- Production Secretary, *Web Therapy, Showtime*** 5/24/2014 - 7/18/2014
- Key Office Production Assistant, *Hello Ladies Special, HBO*** 5/5/2014 - 6/13/2014
- Key Office Production Assistant, *Togetherness, HBO*** 1/6/2014 - 4/30/2014
- Assistant to Production Coordinator, *Media Arts Lab*** 1/5/2012 - 12/15/2013
- Assisted during pre-production and filming of test commercials for Apple Inc.
  - Duties included: coordinating crew, talent, and meals; corresponding with vendors and completing purchase orders; prop research and purchasing
- Assistant to Production Coordinator, *Results Producers*** 7/1/2011 - 12/10/2011
- Assisted during pre-production and filming of various infomercials
- Assistant to Director, *We Bought A Zoo*** 11/1/2010 - 5/25/2011
- Assisted Executive Producer Ilona Herzberg during pre-production, Director Cameron Crowe during filming, and the Editorial department during post production
- Assistant to Art Director, *Consortium Studios*** 7/1/2009 - 9/1/2010
- Duties included prop research, purchasing, set construction, and set dressing
  - Shows worked on included: *Shark Tank, America's Worst Driver, The Bachelor, Family Feud, Baggage, Family Game Night, and Are You Smarter Than a 5th Grader?*

## SKILLS PROFILE

Proficient in Mac, PC, Microsoft Office, Final Draft, Adobe Creative Suite, Scenechronize; Quick learner of all computer software; Skilled writer; Highly adept at organization, time management, and multi-tasking; Excellent at communicating and cultivating relationships; Detail oriented; Problem solver; Always takes the initiative and able to work well with anyone

## REFERENCES

- Billy Ray - Writer/Director/Executive Producer, *The Last Tycoon*; williamray5229@gmail.com
- Michelle Morales - Producer, Media Arts Lab; michelle.r.morales@gmail.com
- Tyler Romary - Unit Production Manager, *Togetherness, Hello Ladies Special*; tylerromary@me.com