

# Mandalyn Forbes

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## Summary:

Determined and proactive, with solid film experience. Possesses excellent skills in communication, organization, and multitasking. Comfortable taking on responsibility for projects from conception to completion. Excels in fast-paced environments

## Skills:

- Can work both independently and collaboratively
- Highly organized and multi tasks efficiently
- Creates a positive environment for others
- Excellent ability to read high volumes of work in a timely manner
- Super flexible schedule
- Dedicated to the film industry

## Computer Skills:

- Microsoft Office
- Macintosh/ PC proficient
- Google Suite
- Final Cut Pro

## Film Experience:

August 2018 - **Midway**  
Centropolis Entertainment  
Honolulu, HI  
*VFX Coordinator (Freelance)*

- Create and Maintain database for all equipment being used by VFX Dept
- Manage work calendar for VFX department
- Find candidates for the VFX Dept when shooting in Montreal.
- Maintain and update Shotgun database with new Previs shots from vendors
- Manage the asset database, sending out new PO's based on approval.
- Handle all Time Sheets for the VFX Department
- Research and create PO's for new equipment being purchased for the department

August 2018 - **Portrait of a Woman at Dawn**

Los Angeles, CA

*Co-Exec. Producer/ 1st AD (Freelance)*

- ★ Winner of several film festivals in 2019.

Co-Executive Producer:

- In charge of filing permits with the city of Pasadena for shooting location.
- Source best rated insurance to fit the film's budget
- Help create/maintain the budget for props, costuming, and locations
- File all paperwork with SAG-AFTRA

First Assistant Director:

- Create Call Sheets for the following day
- Perform a walk through of the set with Director to prior to shooting
- Have in depth knowledge of the script
- Create a time frame for each day of shooting
- Make the “football” each night prior to shooting.
- Keep within the time frame of the production hours.
- Ensure the set meets all SAG/AFTRA regulations

**June 2018 - Angel**

Los Angeles, CA

*Production Coordinator (Freelance)*

- Create and maintain all contracts for prop houses, car rentals, and locations.
- Create PO's and COI's for prop houses, car rentals, costume shops, etc.
- Manage team of Production Assistants
- In charge of petty cash, receipts, and managing database for weekly spending
- Oversee all actors' contracts, making sure each one is filled out and filed properly
- Send out crew call sheet each night
- Ensure all location permits, contracts, insurance, actor/crew w-2's and contracts, Exhibit G forms are properly filed in the production box for Executive Producer at the end of the shoot.

**Nov. 2017- In a NY Minute**

New York, NY

*2<sup>nd</sup>, 2<sup>nd</sup> Assistant Director (Freelance)*

- Source hotels, airplanes, and other transportation needed by actors traveling from China.
- Work with the Casting Director to stay up to speed with the Extras that will be used the following day's shoot.
- Send call sheets out to the crew and extras.
- Create the “football” for the next day on set.
- Manage all paperwork in the office

**August 2017 - I'm Not Equipped to be A Father (Funny or Die)**

Los Angeles, CA  
1st Assistant Director

- Create Call Sheets for the following day
- Perform a walk through of the set with Director to prior to shooting
- Have in depth knowledge of the script
- Create a time frame for each day of shooting
- Make the “football” each night prior to shooting.
- Keep within the time frame of the production hours.
- Ensure the set meets all SAG/AFTRA regulations

Sept. 2016 - **Madtown**

Los Angeles, CA  
*Producer/Production Coordinator (Freelance)*

- Contribute by finding specific locations, ensuring either within or under budget.
- In charge of all SAG-AFTRA contracts
- Manage actors' schedules prior to shooting.
- Cast over 20 extras for a specific

### **Screenwriting:**

#### **Original Series:**

- *Death in the Family*
  - Winner of the Big Apple Film Festival - Best Comedy Series 2023
  - Winner of the Silver State Film Festival - Best Black Comedy 2022
  - Bronze Medal Winner of the Depth of Field Film Festival 2022
  - Semi Finalist of the WriteMovies Screenwriting Contest 2022
  - Official Selection - Festival Angaelica 2022

#### **Spec Scripts:**

- *Modern Family: Phil and the Kool Kids Klub*
- *The Office: The Schrutes*

#### **Feature Length Films:**

- *The Mountain*
- *IF*
- *Choices*
- *Black Market*

#### **Short Films:**

- *Team Baby Jesus*
- *Brothers*

#### **Skits:**

- *A Packaged Deal*
- *Have it Yahweh!*
- *#PMS Like A Girl*

**Education:**

August 2013- **Rowan University**

Glassboro, New Jersey

*Bachelor of Arts- Theatre Arts/ Screenwriting*

*Minor : Film*