

# **Suzanne Sanchez Tinsley**

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**760-406-3651**

## **COMMERCIAL EXPERIENCE**

### **Production Assistant, Mammoth Lakes Tourism Commercial, Factorymade Ventures, 2023**

Functioned as liaison with crew, cast, and production team, managed schedule updates, rented vehicles, helped schedule for and around weather conditions, found and cast replacement talent on last-minute notice, arranged lunches.

## **TELEVISION EXPERIENCE**

### **Production Assistant, *Court Night Live*, Big Fish Entertainment, 2022**

Functioned as the right hand to the early producing team, who were setting up a new show and needed everything from a talent hunter and wrangler to a legal assistant. I performed background checks on a tight time restraint, dug up court records from the databases, designed ads to find new talent, and connected with the University of Chicago in order to spearhead an internship program. Provided list of current locations which were greenlit to film in on short notice. Managed Google Docs and Sheets lists and grids, and designed flyers for colleges in order to find accommodations. Kept up to date with producer's changing needs for locations. Interviewed interns, found and hired large amounts of background actors on a time constraint, transferred handwritten court records into GoogleDrive under deadlines.

### **Production Assistant, *America's Scariest Places*, Tubi, 2022**

Sourced and helped book locations. Carried gear, fire-watched, ordered lunches, helped find locations for crew hotel, ran for crafty.

### **Casting Recruiter, *America's Court*, the CW, 2022**

Found convincing talent and invited them to apply to be litigants on this nationally-acclaimed court show.

### **Associate Producer, *Chemistry*, Luxe B, 2022**

Helped staff crew, assist talent, book flights.

## **FILM EXPERIENCE**

### **Associate Producer, *Blindly Contaminated*, Lake Shore Films, 2022**

Booked professionals for interviews, scheduled shoots, prepped talent.

### **Production Assistant, *It's Not a Burden*, Michelle Boyaner, 2022**

Helped assemble and clean set, ran for crafty, transported crew and cast, read lines for cast, helped get lunch, adjusted microphones and helped with wardrobe.

### **Production Assistant, *Alice in Wonderland 2*, 1951 Studios, 2021**

Helped assemble and clean set, ran for crafty, transported crew and cast, read lines for cast, helped get lunch, adjusted microphones and helped with wardrobe.

## **EDUCATION**

Bachelor of Science, Organizational Management, University of LaVerne, CA