

# TRACEY COFFEY

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## Summary

Versatile entertainment professional with expertise in scriptwriting and film production, successfully navigating projects from conception to execution. Proven project manager, ensuring timely script development and initiation of film productions. Skilled in facilities maintenance, with a focus on cleanliness and visitor satisfaction. Effective communicator providing comprehensive reports to upper management. Resourceful problem solver with a commitment to excellence. Seeking opportunities to leverage diverse skills in creative writing, film production, and facilities management.

## Skills

- Communication Skills
- Creative Writing
- Scriptwriting
- Film Production
- Conflict Resolution
- Hygiene Maintenance
- Office machines
- Collaboration
- Adaptability
- Time Management
- Video Editing
- Report Writing
- Organizational Skills
- Telephone experience, etiquette

## Experience

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| <b>Script Writer</b><br><b>Self Employed</b>  | <b>02/2022 to Current</b><br><b>California, USA</b> |
| <ul style="list-style-type: none"><li>• Authored two full-length feature film scripts with a focus on creativity and storytelling.</li><li>• Worked with a producer to road map and initiate the production of one feature film.</li><li>• Managed the development process of feature film scripts, ensuring adherence to timelines and milestones.</li></ul>   |   |
| <b>Matron/Restroom Attendant</b><br><b>Universal Studios of Hollywood</b>   | <b>11/2021 to 10/2023</b><br><b>USA</b>             |
| <ul style="list-style-type: none"><li>• Cleaned and serviced ladies' restrooms throughout the park to ensure cleanliness and a positive visitor experience.</li><li>• Wrote and communicated solutions for restroom-related issues, providing suggestions for updates and upgrades.</li><li>• Prepared written communications to upper management, presenting comprehensive reports on restroom conditions, including both positive aspects and areas for improvement.</li><li>• Contributed to the onboarding process by assisting in the training of new team members on restroom servicing standards and procedures.</li><li>• Actively participated in resolving conflicts that arose, promoting a positive and harmonious working environment.</li></ul> |   |
| <b>Assistant Personal &amp; Production/Film Editor/Writer's Assistant</b><br><b>912 1/2 Media Studios</b>   | <b>04/2020 to 02/2022</b><br><b>USA</b>             |
| <ul style="list-style-type: none"><li>• Developed engaging and compelling scripts for The Laura Roberts Show, contributing to the success of Padnet TV broadcasts.</li><li>• Assisted CEO/Founder in overseeing personnel and production activities, ensuring seamless execution of plans for multiple shows.</li><li>• Executed film editing responsibilities, enhancing visual and narrative aspects of produced content for a polished and professional outcome.</li><li>• Engaged in effective communication and teamwork with diverse stakeholders, including writers, producers, and personnel, to streamline production processes.</li></ul>   |   |

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## Education

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### Massage Therapist

Everest Institute

03/2010

### Griswold Adult Education

GED

03/1994

USA

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## Certifications

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- Studio 3 (Directing) - PADNET
- Adobe Premiere pro - PADNET
- Film Production JVC - PADNET
- Producing 1 - PADNET
- Film Production DSLR Camera - PADNET