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**TRACEY COFFEY**Monterey Park California  |  6265325899  |  calicoffey1975@gmail.com WWW: http://www.linkedin.com/in/tracey‑coffey‑66a52596  |  |

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**Summary**

Scriptwriter with a passion for creating compelling stories and dynamic characters across multiple genres, including film, TV, and digital media. Adept at crafting engaging, well-structured scripts that align with client visions and project objectives. Experienced in adapting content for various formats, ensuring seamless transitions from concept to final production. Collaborative and detail-oriented, working closely with directors, producers, and other creative professionals to refine scripts and enhance storytelling. Committed to delivering narratives that entertain and resonate deeply with audiences, leaving a lasting impact.

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**Skills**

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| * Production scheduling and coordination
* Research and content development
* File Management and Media Archiving
* Subtitle and caption creation
* Creative thinking and problem-solving
* Collaboration and teamwork
 | * Attention to Detail
* Post-Production Workflow Management
* Camera operation and basic cinematography
* Audio editing and sound design
* Critical thinking and analytical skills
* Conflict Resolution and Mediation
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**Experience**

Script Writer | 02/2022 - Current

**Self-Employed - California, USA**

* Authored over 50 scripts for corporate videos, promotional content, and training materials, increasing client engagement by 30% through compelling storytelling and audience-focused messaging.
* Collaborated with directors, editors, and marketing teams to craft scripts that met tight deadlines, reducing revisions by 20%, and ensuring seamless production workflows.
* Conducted in-depth research and interviews to develop scripts tailored to diverse target audiences, resulting in a 25% boost in viewership, and positive feedback across multiple platforms.
* Optimized script formats, structure, and dialogue for clarity and impact, cutting production timelines by 15%, while maintaining creative and technical excellence.

Assistant/Receptionist | 10/2023 - 08/2024

**Healing Hands LLC - California, USA**

* Managed a high-volume front desk, handling over 100 calls and more than 50 in-person inquiries daily, while maintaining a 98% customer satisfaction rate.
* Organized schedules and appointments for a team of 20 staff members, improving calendar efficiency by 30%, and reducing scheduling conflicts by 15%.
* Processed and maintained records for over 200 client files monthly, ensuring 100% accuracy and compliance with data privacy standards.
* Implemented an electronic filing system, reducing document retrieval time by 40%, and improving office workflow efficiency.

Assistant/Receptionist | 06/2024 - 07/2024

**PS Racing - California, USA**

* Managed daily scheduling and calendar coordination for a team of 15 employees, ensuring 98% accuracy in meeting organization and reducing scheduling conflicts by 30%.
* Processed and tracked over 200 calls and inquiries weekly, improving response times by 25% and maintaining a customer satisfaction rate of 95%.
* Organized and maintained office supplies inventory, reducing procurement costs by 15% through streamlined ordering processes.
* Assisted in onboarding 10+ new hires by preparing documentation and coordinating training schedules, reducing onboarding time by 20%.

Matron/Restroom Attendant | 11/2021 - 01/2023

**Universal Studios of Hollywood - Universal City, CA**

* Ensured restroom facilities met high cleanliness and sanitation standards, accommodating an average of 500 visitors daily.
* Managed inventory and restocked supplies efficiently, reducing downtime by 25% and ensuring a consistently positive user experience.
* Conducted thorough inspections and promptly resolved maintenance issues, contributing to a 98% customer satisfaction rating for facility upkeep.
* Developed and adhered to an optimized cleaning schedule, increasing operational efficiency by 15% while maintaining strict health and safety compliance.

Assistant Personal & Production | 12/2019 - 02/2022

**912 1/2 Media Studios - Long Beach, USA**

* Coordinated schedules and managed logistics for production teams of up to 15 members, ensuring a 100% on-time completion of deliverables.
* Streamlined administrative processes, reducing task completion time by 25% through improved workflow systems and documentation practices.
* Monitored production timelines and inventory levels, preventing delays, and maintaining a 98% project completion rate within budget.
* Supported client meetings and correspondence, contributing to a 20% improvement in communication efficiency and client satisfaction scores.

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**Education**

**Everest Institute - Usa | Massage Therapist**

03/2010

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**Volunteer Experience**

Crew, Padnet Television, 2021, 2022, Long Beach, CA, Padnet Television is a community local channel in Long Beach, CA

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**Certifications and Licenses**

Field Production DSLR Camera

PADNET (Issued January 2022)

Premier Pro video editing

PADNET (Issued October 2021)

Studio 3 directing

PADNET (Issued October 2021)

Field production JVC

PADNET (Issued September 2021)

Producing 1

PADNET (issued September 2021)