

PRISCILLA SPENCER

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EDUCATION

University of Southern California, MFA Film and TV Production 2015

University of Pennsylvania, BSE Digital Media Design, Film Studies Minor 2007

WORK EXPERIENCE

FREELANCE DIRECTOR & PRODUCER 2006 - Present

- Wrote, Directed, Exec Produced, and created VFX for book trailers for #1 NYT bestselling *Dresden Files* series: *Peace Talks & Battle Ground*.
- Crafts schedules, budgets, & cost reports; hires crew; negotiates locations, rentals, & insurance; sets & enforces safety protocols.
- Audience Award: FilmOut, WAMMFest. Best Student Film: *Desperado* LGBT, Philly Student Film Festival. IndieWire Project of the Month.
- Featured: io9, TOR, San Diego Comic Con, DragonCon, Phx Comicon.

ZH PRODUCTIONS / LA HANGAR STUDIOS September 2017 - May 2019

Production Coordinator and Office Manager

- Handled logistics, travel, AP/AR, invoicing, budgeting, payroll, research, purchasing, experience design, graphic design, paperwork, & phones.
- For Candytopia: Wrote/designed newsletter, site, investor deck, ad copy, safety guide, character scripts, & infographics. Illustrated mural.
- Clients: HBO, Netflix, NBC, WB, Facebook, DC Comics, Sony, Lifetime.

JIM BUTCHER (MULTI-#1 NYT BESTSELLING AUTHOR) April 2007 - Present

Writer's Assistant and Creative Consultant

- Consults on Dresden Files TV show in development w/ Fox 21.
- Manages official site, store, and news/social. Administrated forum.
- Continuity edits novels, shorts, comics, and RPGs—over 5k pages.
- Singlehandedly planned NY Comic Con fan dinner event for 80 people.

USC SCHOOL OF CINEMATIC ARTS January 2015 - April 2016

Physical Production Office Assistant / Interim Assistant Director

- Managed phones, supplies, clerical duties, tracking grids, and billing.
- Created databases to connect students with production resources.
- Supervised office & student workers during Assistant Director's leave.

FEIGCO, BAD HAT HARRY, AND HEROES & VILLAINS Summer - Fall 2015

Development Intern / Management Intern

- Wrote coverage for 47 projects, researched, maintained talent grids
- Covered Assistant desk: organized calendar, phone sheet, & contacts.

FREELANCE FANTASY MAP ILLUSTRATOR 2009 - Present

- Created maps for 8 book series, Candytopia, & ToysRUs. Runs poster store.
- Guest Speaker: Texas A&M Cushing Library and Phoenix Comicon.

321 LAUNCH, NYC June 2007 - December 2011

Character Modeler & Technical Director

- Modeled 3D characters for TV ad previs and scripted modeling tools.

SKILLS

Film Production & Editing
Event Design & Logistics
Bookkeeping & AP/AR
Creative/Technical Writing
Script Coverage
Text Editing & Proofreading
Researching
Crowdfunding
Creating Pitch Decks
Graphic Design
Photography & Editing
Photomanipulation & VFX
3D Previsualization
Rolling Multi-Line Phones
70 wpm

Languages:

Int. French, Basic Spanish
Java, MEL, HTML, CSS

Applications:

MS Office Suite:
Word, Outlook,
Excel, Powerpoint
Adobe Creative Suite:
Photoshop, InDesign,
Premiere, After Effects
Movie Magic Suite:
Budgeting, Scheduling,
Screenwriter
QuickBooks
GSuite, Keynote, Zoom,
Skype, Avid, ProTools,
Maya, Sketchup

Social Media Expert:

WordPress, Instapage,
MailChimp, Facebook,
Twitter, Tumblr, YouTube,
Instagram, Kickstarter

INTERESTS

Travel Photography:
Cuba, South Africa,
Peru, Dubai, Mexico,
Sweden, Nat'l Parks
Gluten-Free Cooking
Musical Theatre
Sci-Fi/Fantasy
Pit Bulls
Weightlifting