

Katrina Morris

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Qualifications Summary

- **Film and Television Production:** Effective at coordinating shoots from beginning to end. Work closely with department heads to facilitate smooth shoot.
- **Administration and Communication:** Knowledge of production paperwork requirements, including, but not limited to certificates of insurance, union regulations and documentation, COVID protocols, payroll processes, location and rental agreements. Proficient at organization of purchase requests and receipts.
- **Technical Proficiencies:** Microsoft Office Suite, Adobe Creative Suite, Google Drive, Docs, Sheets, Forms, DropBox, Movie Magic Budgeting, Mailchimp, WordPress
- **Strengths and Accomplishments:** Great at keeping an upbeat environment and following through with kindness. Conscientious and systems oriented; am able to find streamlined solutions for repetitive tasks, as well as creative solutions to unexpected challenges.

Education

Bachelor of Science in Computer Science (2004)

Florida International University

Selected Projects

- **Production**
 - "One Percent" (EP, Production Coordinator) – Digital Video Short Film
 - "The Position" (Producer) – Digital Video Short Film
 - "Suddenly The Sky" (Associate Producer) – Digital Video Short Film
- **Writer**
 - "One Percent" (Story) – Digital Video Short Film
 - "The Position" (Screenplay) – Digital Video Short Film

Experience Highlights

- Facilitated SAG-AFTRA signatory and final clearance on three projects
- On-boarded and processed payroll through payroll house and processed vendor 1099s on most recent project
- Acquired production insurance and certificates of insurance for two projects
- Coordinated meals on three projects
- Coordinated props acquisition and returns on two projects
- Coordinated COVID testing and PPE acquisition for cast and crew of 27 on most recent project
- Assisted in casting on two projects
- Secured a yacht club, an office and a production studio location as donations for two different shoots and made sure that each location was treated with respect and returned in the same condition it was upon arrival