

## Profile

Kaylee Jade is a motivated and committed industry assistant with expert communication skills. Highly organized with a passionate work ethic. Strong ability to implement new procedures to maximize productivity and efficiency. Hardworking with a genuine desire to succeed in the Film and Television industry. Her deep curiosity and eagerness to absorb this world is what consumes her. Kaylee Jade's goal is to obtain a position in a professional environment where all of her skills can be an asset to the company. Using her tenacious and bright spirit, her life's greatest ambition is to be a Director and/or Showrunner in the future.

## Work experience

📅 10/2022 - 03/2023 📍 ATLANTA

### Showrunners Assistant NAT GEO, "Genius: MLKX"

- Organized and maintained showrunners schedule
- Kept track of expenses and submitted budget reports
- Coordinating travel and daily meetings

RUNNERS: Damione Macedon, Raphael Jackson Jr

📅 08/2021 - 09/2022 📍 VIRTUAL

### Writers Assistant NAT GEO, "Genius: MLKX"

- Taking stealthy notes in writers room sessions
- Proofreading scripts, pitches, and covers for stories
- Fact-checking and research

RUNNERS: Damione Macedon, Raphael Jackson Jr

📅 10/2020 - 04/2021 📍 ATLANTA

### Production Assistant Marvel Studios, "SPIDER MAN 3"

*Staffed "Walkie" Production Assistant*

- Checking walkies in and out, getting them repaired, keeping batteries charged

UPM: JoAnn Perritano

DIRECTOR: Jon Watts

📅 10/2019 - 03/2020 📍 ATLANTA

### Production Assistant NAT GEO, "Genius: ARETHA"

*Staffed "Walkie" Production Assistant*

- Printing and distributing daily paperwork (e.g. scripts, call sheets)

EXEC: Anthony Hemingway

RUNNER: Susan Lori Parks

## Education

📅 06/2015 - 05/2019 📍 MILLEDGEVILLE, GA

### Theatre and Creative Writing Georgia College & State University

- Focus in Film and Television
- Writer and Reporter for GC360 (College News Show)
- Member of APO (Theatre Fraternity)
- Member of Bobcat Media Productions (Student Film Club)

# Kaylee Jade Warfield



## Personal info

📍 Atlanta, GA

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🌐 www.kayleejadewarfield.com

## Skills

### ~ SOFTWARE PROFICIENCIES

Google Plus

Microsoft Office Suite

Adobe Creative Suite

Final Cut Pro

Final Draft

### ~ COMMUNICATION

Time Management

Active Listening

Efficient & Reliable

Attention to Detail

Positivity