

Claire Stanton

www.clairestanton.com | cxstanton1@gmail.com | 317-752-1170 | they/them | Los Angeles, CA

WORK EXPERIENCE

Volvo Trucks x ACT Expo - Commercial - Ritual Film Co. - Los Angeles, CA - May 2023

Production Assistant

- Facilitated equipment rentals, assisted the camera department with camera placements, transported external hard drives.
- Refined basecamp to create a strategic work space and keep walkways clear for event goers.

While You Were Breeding - TV Show Season 1 - Freeform - Los Angeles, CA - September 2022 - January 2023

Office Production Assistant

- Generated script sides, compiled travel memos, tracked purchase orders, communicated status updates, sorted packages.
- Streamlined document file names and cross-referenced data to be organized in Scenichronize and Google Drive.

Unprisoned - TV Show Season 1 - ABC Signature - Los Angeles, CA - February 2022 - July 2022

Office Production Assistant

- Verified I-9s, composed email blasts via Scenichronize, maintained the kitchen, updated documents and spreadsheets.
- Liaised with the Production Coordinator and the Accounting Department about multiple production reports.

SDGE Safety Monitor - Commercial - FLF Films - Los Angeles, CA - January 2022

Set Production Assistant

- Arranged equipment resulting in an efficient work flow on location while maintaining a safe work environment.
- Communicated the status of tasks, locations of people, pickups, and delegated responsibilities proactively.

Grace and Frankie - TV Show Season 7 - Skydance Media - Los Angeles, CA - June 2021 - November 2021

COVID Safety Assistant

- Mobilized COVID safety protocols on set while encouraging social distancing, hand sanitizing, and mask wearing.
- Assisted the COVID Supervisor with contact trace devices, data analytics, and moving equipment.

Dave - TV Show Season 2 - FX Productions - Los Angeles, CA - January 2021 - April 2021

COVID Testing Monitor

- Organized and maintained multiple spreadsheets with confidential information for the health and safety team.
- Managed the production office testing site by checking people in, answering phone calls, and providing PPE.

Snowfall - TV Show Season 4 - FX Productions - Los Angeles, CA - January 2021

COVID Set Monitor

- Supported location managers by placing and adjusting air scrubbers while monitoring crew activity.
- Administered PPE to cast and crew to uphold COVID safety guidelines.

RELATIVE WORK EXPERIENCE

YOSHIKOKO - Clothing Brand - Los Angeles, CA - May 2023

Photographer, Editor

- Directed models while communicating with a photo assistant and advocated a safe space for the queer community.
- Implemented CEO's treatment to create high quality images for social media posts and engagement.

KORA Organics - Beauty Brand - Los Angeles, CA - October 2020 - July 2021

Assistant Editor

- Assessed lead editor's and director's notes to provide revitalized sequences in Adobe Premiere Pro.
- Incorporated assets and product footage to create enthusiastic social media deliverables.

EDUCATION

Columbia College Chicago - Bachelor of Arts - Cinema Art and Science - Graduated May 2020

SKILLS

Software: Adobe Illustrator, Adobe InDesign, Adobe Lightroom Classic, Adobe Photoshop, Adobe Premiere Pro, Final Draft, Google Drive, Keynote, Logic Pro X, Microsoft Word & Excel, Pages, Scenichronize, SmartStart.

Creative: Look Books, Photography, Pitch Decks, Treatments, Videography.

Other: CA ServSafe Certified, Reliable Car, Sony a7iii Owner, Valid Driver's License, Valid U.S. Passport.