

Cecilia Cipullo

cecicipullo@gmail.com

West Hollywood, CA

WORK EXPERIENCE

First Team Production Assistant on *Letters to Santa* (Feature Film, H9 Films/Hallmark, 2023)

- Coordinated with AD Department to ensure Talent was on schedule with Hair & Makeup, Wardrobe, Transportation, and other vital departments.
- Maintained friendly relationships with all Talent, and helped to travel them to and from set.
- Kept up with usual Set PA duties when on set, such as lock-ups, coffee runs, and walkie maintenance.

Production Secretary on *Any Day Now* (Feature Film, Little Productions, 2022)

- Managed confidential cast and crew information, including salaries and IDs.
- Proofread production documents & organized files according to the office organization system.
- Ensured all arriving mail and packages were delivered to the appropriate crew member.
- Kept up with daily office tasks, such as sending out the call sheet, creating sides, lunch orders, stocking office supplies, receipt scanning to track expenses, and running errands as needed.

Additional Film Production Experience (2022-2023)

- Office Production Assistant:
 - *Ted* (Reshoots, Universal Content), *Boston Strangler* (Reshoots, 20th Century Studios)
- Additional Set Production Assistant:
 - *The Instigators* (Boston Unit, Apple Original Films), *Julia* (Season 2, Max), *The Collaboration* (Compelling Pictures), and *Finestkind* (101 Studios)
- Writer/Director:
 - *Rosalie and Alexander* (Independent Short Film), *The Daily Bell* (Student TV pilot)

Camp Encore/Coda, Head Counselor (Summers 2021-2024)

- Camp/Encore Coda is a music sleepaway camp in Sweden, ME, and responsibilities include:
 - Completing administrative work to assist the camp director with budgeting and scheduling.
 - Managing confidential camper and counselor information.
 - Planning and leading camp-wide evening events and special projects.
 - Covering the camp office as needed – includes answering phone calls, transferring lines.
 - Navigating sensitive conversations with families and staff members.
 - Directing the Musical Theater program and coordinating all aspects of production.
- Managed the camp Instagram, which included keeping up with weekly posts and stories (2022-2023).
- Was the camp Video Editor for their “Day In The Life” website series and Promo Videos (2022-2024).

Everbrook Academy, Toddler Room Teacher (School Year 2023-2024)

- Everbrook Academy is an early education childcare center in Brookline, MA.
 - Worked intimately with toddlers ages 12 months to 30 months in the Toddlers 1 and 2 Rooms.
 - Helped them with meal times, nap time, read them books, and encouraged playtime and music.
 - Accompanied the children on walks and for outdoor play, and stayed consistent with routine.
 - Calmed down upset and stressed toddlers.
 - Taught basic emotional regulation, ABCs, counting, and other early skills.

EDUCATION & SKILLS

University of Massachusetts Amherst, Member of the Commonwealth Honors College BA in Italian Studies - Graduated with Honors in May, 2022, GPA 3.93

Completed an Honors Thesis in *Writing Comedy Television & Developing an Original Comedy Series*

Languages: Conversational Italian, Intermediate Spanish

Softwares: Google Suite Apps, Microsoft Apps, Final Draft 11, Adobe Premiere Pro, Final Cut Pro

Various: Social Media, Video Editing, Short-Form Writing (blog posts, book reviews), Fast & Accurate Typist, Organized, Hardworking, Friendly