

LUCINDA J. SWEAZEY

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Full Work Authorization for US and UK

PROFESSIONAL SUMMARY

Experienced event production professional with over 10 years of freelance work in New York City, specializing in high-profile events including New York Fashion Week and donor galas. Adept at working in fast-paced, dynamic environments, managing logistics, and collaborating with diverse teams. Seeking to transition into TV and film production crew work, where I can apply my strong organizational skills, adaptability, and hands-on experience in set operations, while building on my technical expertise in the entertainment industry.

PRODUCTION EXPERIENCE

Production Assistant | Freelance Events & Production | *New York City* | 2013 – Present

Highlighted events: *New York Fashion Week, New York Comic Con, and private high-profile donor events*

- Coordinated and executed high-profile events such as New York Fashion Week and large-scale donor galas, ensuring seamless operations from pre-production to post-event wrap-up.
- Worked closely with directors, producers, and key crew members to manage time-sensitive production tasks including set design, lighting setup, breakdown, and vendor coordination.
- Demonstrated flexibility and adaptability in handling a variety of roles; assisted with wardrobe, props, and talent management, while ensuring seamless transitions between production elements.
- Provided comprehensive support on-site, including schedule management, call sheet coordination, and problem-solving under tight deadlines to keep events and productions on track.
- Communicated effectively with multiple departments to ensure alignment and efficiency, solving logistical challenges in real-time to meet creative and technical goals.
- Gained a strong understanding of production operations, maintaining a high level of professionalism and attention to detail while working in fast-paced, high-pressure environments.

Production Assistant | *Untitled Film, New York City* | Fall 2012

- Assisted director and crew in managing day-to-day operations on set, ensuring smooth production flow.
- Coordinated call sheets, scheduling, and crew logistics, keeping everyone informed and on track.
- Set up and broke down equipment, incl. lighting, props, and wardrobe.
- Facilitated communication between departments, providing hands-on support where needed to address real-time challenges. Adapted to various roles and tasks, demonstrating flexibility in handling the fast-paced demands of a small-scale production.

EDUCATION

The King's College, New York, NY | *Bachelor of Science, Business Administration*

KEY SKILLS

- Production Coordination & Logistics
- Set Design & Lighting Setup
- Crew Support & Talent Management
- Problem-Solving & Adaptability
- Time Management & Multitasking
- Vendor & Department Liaison
- Scheduling & Call Sheet Management