

Halle Kaufax

571-289-3681 | New York, NY | hkaufax11@gmail.com

Summary: Graduate with honors from New York University Tisch School of the Arts, eager to leverage education, training and experience in TV/Film and Theater to gain employment in the entertainment industry.

PRODUCTION EXPERIENCE

Film/Television

- NBC Universal**, Law and Order: SVU (Season 23 - Season 25, part of Season 26) **New York, NY**
On Set Personal Assistant to Lead Actress, Mariska Hargitay *Oct 2021 – April 2025*
- Liaison between 1st AD, glam team and actress to ensure her readiness/success during filming
 - Helped actress with personal tasks such as answering texts/emails, posting on social media and caring for her children
- Disney/Hulu**, Only Murders In the Building (Season 5) **Long Island City, NY**
Additional On Set 1st Team Production Assistant *March 2025 – Present*
- Supported the 1st team staff PA's in various duties to ensure the actor's success throughout the day
- HBO**, The Gilded Age (Season 3) **Bethpage, NY, Troy, NY**
On Set 1st Team Production Assistant *July 2024 – Jan 2025*
- Assist the large ensemble of actors in a highly stylized and specific period piece to achieve director's vision
- Hallmark**, Sister's Inc (Movie) **Albany, NY**
On Set 1st Team Runner *Nov 2024*
- Led a team of PAs to get actor's ready to go to set and shoot
 - Responsible for completing paperwork, contracts and timecards that reflect the actor's work each day
- PBS**, Sesame Street, "D is for Dance" **New York, NY**
Production Coordinator *June 2022*
- Oversaw production schedule, production assistants, meals, and craft services for a segment shoot

Independent Films

- Tile** **Brooklyn, NY, Woodstock, NY**
Production Coordinator/ Casting Director *Aug 2023*
- Organized meals, travel, accommodations and paperwork for cast and crew
 - Used Actor's Access to go through actor's tapes to pick a cast that reflected the director's vision
- The Fake ID** *Alexandria Film Festival Audience Award* **New York, NY**
Writer/ Director/ Producer/ Actor/ Editor *Aug 2021*
- Coordinated with freelance DPs, sound mixers and actors to bring together an independent film crew
 - Wrote, directed, produced, and acted in the film

Events

- NBA 2023 Draft** **Brooklyn, NY**
Producer's Assistant *June 2023*
- Assisted NBA Events Venue Producer in coordinating the preparation of the Barclay Center for the NBA draft
- Tribeca Film Festival** **New York, NY**
Production Assistant *June 2021*
- Supported the Artists Relations Team in greeting talent/filmmakers & guiding them through the red carpet

INTERNSHIPS

- Stonestreet Film and TV Studios** **New York, NY**
Teacher's Assistant/ Production Intern *2021 – 2022*
- Assisted teacher in reading with students, directing scenes and keeping everyone on schedule
 - Ran camera for classes, assisted in day-to-day tasks and offered production assistance on various projects

EDUCATION

- New York University, Tisch School of the Arts** **New York, NY**
Major: BFA Drama, Minors: Business, Entertainment, Media and Technology/ Producing *Sept 2017 – May 2021*
- Cumulative GPA:** 3.63/4.00 (Dean's List)

Relevant Course Work

- Producing for Film, Producing Essentials, Various Acting Courses, Globalization of Entertainment, Producing Entrepreneurship, Business of Producing, Entertainment Law

SKILLS & INTERESTS

Driver's License, Adobe Premiere Pro (beg-int), Imovie, Canva, Adobe Photoshop (beg), Call Sheets, Writing Scripts, Analyzing Texts, Editing Writing, Microsoft Office, Audacity, Strong Communicator, Organization, Time Management, Yoga Alliance Certified, Soccer