**Halle Kaufax**

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

**Summary:**  Recent 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. Well versed in all aspects of film development.

**PRODUCTION EXPERIENCE**

**Television**

**-NBC Universal,** Law and Order: SVU New York, NY

*1st Team Production Assistant July 2022 - Present*

* Personal on set assistant to main actress, Mariska Hargitay
* Liaison between 1st AD and actress to ensure her readiness/success during filming
* Responsible for adhering to highly time sensitive deadlines to ensure fast-paced production schedule is met

**-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

**-ViacomCBS,** Blue Bloods **New York, NY**

*Production Assistant Dec - Jan 2022*

* Communicated with 2nd & 1st AD over walkie to manage lock ups and assist crew w/crowd control on set

**-HBO Max,** DC Mythology Documentary Series **Brooklyn, NY**

*Production Assistant/Art Assistant Sept-Oct 2021*

* Assisted Production Coordinator and crew with tasks including light set-up, equipment pickup, & talent check-in
* Supported Art Department in constructing set and props including furniture and gel lens panels

**Short Films**

**-The Fake ID New York, NY**

*Writer/Director/Producer/Actor Aug 2021*

* Coordinated with freelance DPs, sound mixers and PAs to bring together an independent film crew
* Wrote, directed, produced, and acted in an independent short film

**-Grief or Guilt? New York, NY**

*Writer/Director/Producer/Actor/Asst. Editor March 2021*

* Self-taught editing techniques such as color correction & sound mixing to complete film

**-Barstool New York, NY**

*1st Assistant Director Aug 2021*

*-* Updated shot list, kept notes for director and tracked continuity during filming

**-Versions New York, NY**

*1st Assistant Director July 2021*

* Responsible for call sheet, slating, and sticking to the schedule/shot list

**INTERNSHIPS**

**Stonestreet Film and TV Studios New York, NY**

*Teacher’s Assistant/Production Intern May 2021 – Present*

* 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

**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

and conducting Q&A panels at the end of the screenings

**EDUCATION**

**New York University, Tisch School of the Arts New York, NY**

New Studio on Broadway, Stonestreet Film/TV Studios *Sept 2017 – May 2021*

*Major: BFA Drama, Minors: Business, Entertainment, Media and Technology/Producing*

* **Cumulative** **GPA:** 3.63/4.00 (Dean’s List)

**Relevant Course Work New York University**

* Producing for Film, Producing Essentials, Various Acting Courses, Globalization *2017 – 2021*

of Entertainment, Producing Entrepreneurship, Business of Producing, Entertainment Law

**SKILLS & INTERESTS**

**Skills:** Driver’s License, Adobe Premiere Pro, Imovie, Canva, Adobe Photoshop, Call Sheets, Writing Scripts, Analyzing Texts, Editing Writing, Microsoft Office, Audacity