

Halle Kaufax

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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
July 2022 - Present
1st Team Production Assistant
 - 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
June 2022
Production Coordinator
 - Oversaw production schedule, Production Assistants, meals, and craft services for a segment shoot
- ViacomCBS, Blue Bloods** New York, NY
Dec - Jan 2022
Production Assistant
 - 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
Sept-Oct 2021
Production Assistant/Art Assistant
 - 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
Aug 2021
Writer/Director/Producer/Actor
 - 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
March 2021
Writer/Director/Producer/Actor/Asst. Editor
 - Self-taught editing techniques such as color correction & sound mixing to complete film
- Barstool** New York, NY
Aug 2021
1st Assistant Director
 - Updated shot list, kept notes for director and tracked continuity during filming
- Versions** New York, NY
July 2021
1st Assistant Director
 - Responsible for call sheet, slating, and sticking to the schedule/shot list

INTERNSHIPS

- Stonestreet Film and TV Studios** New York, NY
May 2021 – Present
Teacher's Assistant/Production Intern
 - 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
June 2021
Production Assistant
 - 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
Sept 2017 – May 2021
New Studio on Broadway, Stonestreet Film/TV Studios
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
2017 – 2021
 - Producing for Film, Producing Essentials, Various Acting Courses, Globalization 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