

**Courtney LeFlore**

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Certified Covid Compliance Officer

**SKILLS**

Microsoft Office. Adobe Creative Cloud, Movie Magic, Studio Binder, Final Draft, Audacity, TV/Broadcasting, Film Production, Writing/Editing, Social Media. Valid Driver License.

**EDUCATION**

Columbia College Chicago, Chicago MFA, Creative Producing 2016 - 2018

Kentucky State University, Frankfort BA, Mass Communication 2012 - 2016

**PROFESSIONAL EXPERIENCE**

Production Coordinator

**Basketball Tournament, 3Steps Sports**

February 2024

- Facilitated gear pick up & drop off
- Facilitated setting up cameras and Starlight Satellite system
- Delegated tasks to PA

**HIV Awareness Commercial, Threevolts**

May 2023

- Facilitated Talent release forms
- Lunch and Crafty runs

Key Production Assistant

**Basketball, ESPN**

January 2024

- Lunch and Crafty runs
- Assisted coordinator in petty cash reconciliation

**TikTok, Vox Media**

December 2023

- Lunch and Crafty runs
- Transported talent and crew
- Assisted AC with camera

**Our Wild Life, Intuitive Content**

November 2023

- Lunch and Crafty runs
- Transported talent and crew
- Camera PA

**Trade Show, Global Industrial**

October 2023

- Assisted in set up of 5 demonstration booths
- Assisted in tear down of 5 demonstration booths

**Corporate Video, Digiscura**

September 2023

- Lunch and Crafty runs
- Transported talent and crew
- Release forms

**A Secret to Die For, ID**

August- October 2023

- Lunch and Crafty runs
- Transported talent and crew

**Help I'm in a Secret Relationship, MTV**

Season 2- Season 3

- Lunch and Crafty runs
- Transported talent and crew
- Release forms

<p><b>First 48 Critical Minutes, A&amp;E</b></p> <ul style="list-style-type: none"> <li>• Lunch and Crafty runs</li> <li>• Teleprompter operator</li> <li>• Release forms</li> </ul>	May-August 2023
<p><b>Intervention, A&amp;E</b></p> <ul style="list-style-type: none"> <li>• Lunch and Crafty runs</li> <li>• Reconciled petty cash</li> <li>• assisted B-roll crew</li> </ul>	May- July 2023
<p>Production Assistant</p> <p><b>Young Rock Season 3, NBC</b></p> <ul style="list-style-type: none"> <li>• Inventory and distribute walkie talkies</li> <li>• Location and live lock ups</li> </ul>	August 2022- January 2023
<p><b>Kingsford Preserve the Pit, Revolt</b></p> <ul style="list-style-type: none"> <li>• Facilitated Talent release forms</li> <li>• acquired props</li> </ul>	May 2023
<p><b>Commercial, Hyperion LA</b></p> <ul style="list-style-type: none"> <li>• Lunch and Crafty runs</li> <li>• Assisted camera department</li> </ul>	April 2023
<p><b>Reno My Rental, HGTV</b></p> <ul style="list-style-type: none"> <li>• Lunch and Crafty runs</li> <li>• Assisted construction crew</li> </ul>	March 2023
<p><b>Commercial, Ford North America</b></p> <ul style="list-style-type: none"> <li>• Lunch and Crafty runs</li> <li>• Release forms</li> </ul>	March 2023
<p><b>Jeff Buckley Documentary, Disarming Films LLC</b></p> <ul style="list-style-type: none"> <li>• Scanned production documents</li> <li>• lunch and crafty runs</li> </ul>	February 2023
<p><b>Running Music Video, Word &amp; Soul LLC</b></p> <ul style="list-style-type: none"> <li>• Coordinated cast and crew travel to Mississippi</li> <li>• lunch and crafty runs</li> <li>• Petty Cash reconciliation</li> </ul>	January 2023
<p>Creative Producer</p> <p><b>Short film, R&amp;B</b></p> <ul style="list-style-type: none"> <li>• 2021 Black Creators Forum Recipient</li> <li>• 2022 selection in Indie Memphis Film Festival</li> </ul>	2021
<p><b>Feature Film, King Girlz</b></p> <ul style="list-style-type: none"> <li>• 2019 Brico Forward Fund Recipient</li> <li>• Available on Amazon</li> </ul>	2020
<p><b>Short film, Marked</b></p> <ul style="list-style-type: none"> <li>• 2019 Thesis film</li> <li>• Available on Fox Soul</li> </ul>	2019