# Anna Lauren Long

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## TELEVISION AND FILM EXPERIENCE

### *Production Assistant / Teleprompter Operator*

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|---|---|---|
| Team Kids | Production | Lifeway |
| Bible Story Time | Production | Lifeway |
| Together | Production | Lifeway |
| Fully Devoted | Production | Lifeway |
| Essentials | Production | Lifeway |

- Assisted Producer with Set/Production Tasks.

### *Assistant Testing Coordinator/Testing Assistant (COVID Health & Safety Team)*

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|---|---|---|
| Holland, Michigan | Film | Amazon |
| The Afterparty | 10 Episodes | Apple TV+/Sony |

**Key Assistant Testing Coordinator on The Afterparty*

- Assisted Testing Coordinator.
- Key member of Health & Safety Team
- Scheduled cast/crew for pre-employment and routine COVID testing.
- Coordinated with cast and scheduled their concierge testing (3x/week).
- Verified vaccination status for cast/crew, when required.
- Maintained daily data and submitted weekly required reports.
- Developed active working relationship with lab teams.
- Actively communicated and worked closely with Health & Safety Supervisor, Testing Coordinator and testing team.

### *Assistant to the Second Unit Director and the Stunt Coordinator*

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|---|---|---|
| Black Lightning | 13 Episodes | Warner Bros./The CW |
| Nightbreed | Sizzle Reel | Nightbreed Productions |
| Supergirl | 20 Episodes | Warner Bros. |
| The Inside | 13 Episodes | 20th Century Fox |
| Buffy, the Vampire Slayer | 22 Episodes | 20th Century Fox |

- Assisted in casting stunt roles.
- Worked with Stunt Coordinator on show budgets.
- Reviewed/Prepared scripts for needed stunt performers/equipment, and budget outlines.
- Attended meetings and coordinated needs with other departments (Hair, Makeup, Wardrobe, Office, Set Decoration, Construction, etc.)

### *Assistant to the Casting Coordinator*

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|---|---|---|
| Splat! | 20 Episodes | Nickelodeon |

- Recruited show and audience participants.
- Assisted in location quick shots for show insert segments.
- Maintained audience morale and active involvement.
- Assisted in VIP casting.

## PUBLIC HEALTH EXPERIENCE

### *Practice Specialist II*

Mission Hospital/Mission Health/HCA Asheville, NC Summer 2019 - Summer 2021

- Maintained current certifications in CPI, BLS and various PPE/COVID preparations
- ECT Coordinator (Electroconvulsive Therapy)
- Solely managed Mission Hospital's only Outpatient Behavioral Health office including the IOP (Intensive Outpatient Program), PHP (Partial Hospitalization Program), Care Partner's PACE (Program of All-Inclusive Care for Elderly), and ECT Programs.
- Maintained and Reported Data for various programs
- Organized schedules for various psychiatrists, patient visits (both in-person and virtually).
- Assistant for the Medical Director for Mission's Behavioral Health (Psychiatry) with his outpatient behavioral health work.
- Ran Mission Hospital's behavioral health hotline.
- Maintained hospital equipment for outpatient behavioral health programs (including AED).

### *Special Project Support*

Mission Medical Associates/Mission Hospital, Asheville, NC Summer 2016 – Summer 2019

- Assisted Practice Manager for inpatient and outpatient providers.
- Assisted Director of Ambulatory Behavioral Health in numerous special projects.
- Pioneered Tele-psychiatry project connecting Mission Hospital psychiatrist with surrounding rural hospitals as part of a state awarded grant.
- Essential part of credentialing team responsible for all Mission Hospital psychiatric providers through Parallon.
- Billed/Coded for In-Sight providers via AllScripts and IMBILLS.
- Maintained/Organized files, including reports and billing summaries.

### *Medical Clinic Assistant Volunteer Coordinator*

Asheville Buncombe Community Christian Ministries, Asheville, NC Summer 2013 - Fall 2014

- Recruited and scheduled volunteers (physicians, nurses, pharmacists, dentists, clerical, etc.)
- Documented volunteer hours through Raiser's Edge to build reports for clinic funding.
- Maintained and updated volunteer information through Raiser's Edge.
- Recognized volunteer birthday's clinic wide.
- Acted as liaison between volunteers and patients.
- Part of 2013 pharmacy inventory team.
- Acted as pharmacy support: counted/prepared medications and gathered patient paperwork.
- Worked with clinic coordinator to recreate 3-page physician service form for patient visits.

### *Medical Clinic Intern*

Asheville Buncombe Community Christian Ministries, Asheville, NC Spring 2013

- Scheduled appointments and interviewed patients during clinics.
- Updated patient medical records through AllScripts program.
- Prepared medications in pharmacy.
- Created the waiting room health education board with over twenty-four topics.
- Assisted nurses with various computer tasks.

*Community Educator*

Asheville Buncombe Institute-Parity of Achievement (ABIPA), Asheville, NC 2013

- Worked with Greater Works of Church Through God to familiarize diabetic nutrition.
- Created with student team a reference packet with a diabetic background, food preparation techniques, healthy recipes, and physical movement suggestions for a variety of abilities.
- Prepared a healthy, diabetic-minded brunch for the church post-Sunday service.

YMCA Healthy Kids Day, Asheville, NC Spring 2012 and 2013

- Created local resource list, flyers, and presentation tri-fold for maintaining a safe home.
- Worked with Mission Hospital Safe Kids to provide materials for families.
- Worked with YMCA to educate the importance of physical movement.

*Community Health Surveyor*

Buncombe County Health Department, Asheville, NC Summer 2012

- Interviewed dozens of residents about their health cares needs, conditions, and behaviors.
- Collected data for the Buncombe County Health Department to determine where the greatest health needs are within our local communities.

## TRANSFERABLE SKILLS

- Computer: PowerChart, FirstNet, Scheduling App Book, Zoom, WebEx Meetings and Teams, MS Word, Excel, Outlook, PowerPoint, Prezi, Internet, AllScripts Pro, Raiser's Edge, Google Calendar and Drive, IMBILLS, HealthStream, iMobile, and various others
- Works easily within a team and has strong human resource skills as a liaison between different groups of people.
- Advanced multi-tasking abilities.
- Established communication skills with patients, superiors, staff, and others.
- Adept scheduling and planning capabilities with 60+ people/week.
- Demonstrated leadership skills as graduate of University of North Carolina Asheville ULEAD program and as the president of The Phi Theta Kappa International Honor Society, Alpha Phi Zeta Chapter.
- Compassionate about helping our community reaching a higher overall wellness.

## EDUCATION

**Bachelor of Science in Health and Wellness Promotion**
**Bachelor of Arts in Art History**
The University of North Carolina Asheville

- Community Engaged Scholar
- Undergraduate Research Student
- ULEAD Program Recipient
- Department of Art Leadership Award (1 of 7 from Fall and Spring graduates)
- Art History Art Technology Historian

## CERTIFICATIONS

- 2022 "C19" – COVID-19 Prevention Training Course
- 2021 COVID-19 Compliance Officer For Music Video, Commercial, Television and Film Production Sets
- 2021 NCDV Personal Protective Equipment (PPE)
- 2021 NCDV Identification and Safety Measures for Vulnerable Patients
- 2021 OSHA Training
- 2021 Introduction to Compassionated Connected Care – Volume I
- 2021 NCDV Top 10 De-Escalation Tips
- 2020 Vitals Certification
- 2020 iCare Refresh 2020 – Fundamentals of Compassionate Care
- 2020 NCDV Equity of Care and Access to Services
- 2020 CPI Renewal – Nonviolent Crisis Intervention
- 2019 BLS Renewal – American Heart Association (CPR and AED)