

# Lauren Elizabeth Pollock

2206 N. Schofield Street, Portland, OR 97217

Mobile: 971/344.9411 E-mail: [laurenelizapollock@gmail.com](mailto:laurenelizapollock@gmail.com)

## Promotions/Marketing/Coordination Experience

**Event Coordinator**, [POW Film Festival](#), Portland, OR Nov. 2009 to present

- Liason between festival heads, vendors and venue (Hollywood Theatre)
- **Schedule and manage volunteers before and during festival**

**Marketing Coordinator**, [City Baby](#) (Independent Feature Film) Sept. 2010

- Coordinated Behind the Scenes film crew and branding team
- Scheduled interviews with talent and crew

**Assistant Office Manager**, [fig media, inc.](#), Chicago, IL Aug. 2005-Oct. 2007

- Scheduled appointments for owners and lead sales
- Created contracts, invoices, handled payroll

**Additional positions held: cinematographer, editor, photographer, DJ, sales associate**

## Assistant Director

**2<sup>nd</sup> AD**, [Brightwood](#), Write This Way Productions, LLC, Friday Harbor, WA Aug. 2011

**1<sup>st</sup> AD**, [Nightscape](#), [Imperiad Entertainment](#), Portland, OR July-Aug 2011

**2<sup>nd</sup> AD**, F\*ck Apathy PSA, [Limbo Films](#) & [Cast Iron Studios](#), Portland, OR July 2011

**2<sup>nd</sup> 2<sup>nd</sup> AD**, [The Millionaire Tour](#), [Yuguru](#), Los Angeles, CA May 2011\

**2<sup>nd</sup> AD**, [Vaude & the Villains](#) music video, [Big Machine](#), Los Angeles, CA May 2011

**2<sup>nd</sup> AD**, A&E promos, [Big Machine](#), Los Angeles, CA April 2011

**2<sup>nd</sup> AD**, [Dirty Robber Productions](#), Los Angeles, CA April 2011

**Art Director**, Pre-show/Red Carpet, 2011 [MTV](#) Movie Awards, Los Angeles, CA June 2011

## Production Assistant

[Grimm](#), NBC Universal, Portland, OR Sept. 2011 - present

**(Key)** When the Bough Breaks, WTBB, LLC/[Meddin Studios](#), Savannah, GA Dec.2011-Jan. 2012

Class Clowns (pilot, EP – Nick Cannon) Cartoon Network, Los Angeles, CA Nov. 2011

Zooper Commercial, [Limbo Films](#), Portland, OR Nov. 2011

**(Key)** First Tech Credit Union commercial, [RWest](#), Portland, OR September 2011

Nintendo 3DS commercials, [@Large Films](#), Portland, OR September 2011

**(Key)** Subway “Up in the Air” commercial, [Limbo Films](#), Portland, OR September 2011

(**Key**) [Decemberist's](#) Calamity Song, Directed by Michael Shur, Portland, OR July 2011

(**Camera assist/PA**) [The Spirit Cabinet](#), The Narratives, Los Angeles, CA April-May 2011

Mob's Greatest Hits (**Nat Geo**), [Big Machine](#), Los Angeles, CA (Ais21012) April 2011

(**Key**) A Cabin in the Woods, Fluke Films, Directed by P.R.Tooke, Portland, OR January 2011

## Project based positions

**Data management**, Leverage (TNT), [Electric Entertainment](#), Portland, OR March 2011/June 2011

**Freelance PR/Production**, [Lake Productions](#), Portland, OR Nov. 2010-April 2011

**Photo Assistant**, [Chris Strong Photography](#), Chicago, IL Feb. 2008

- [Museum of Science and Industry](#) glass blowing exhibit

**P2 Tech/DIT** [Chris Strong Photography](#), Chicago, IL Jan. 2008

- Organized footage for [Razor Fish/AT&T](#) Explore shoot for web campaign from 12 cameras

**Production Assistant**, USC documentary on [Wallis Annenberg Scholars](#), Los Angeles, CA July 2003

**Co-Producer** "Please Wait to be Seated", DeKalb, IL Jan.-June 2003

- Best of Fest, Reality Bites & Rock River Film Festivals, 2003

## Education

Bachelor of Arts in Communication-Media Studies Dec. 2003  
 Northern Illinois University, DeKalb, IL

- Conversant/semi-fluent in Spanish
- Overall GPA 3.1/4.0

RYS 200 Certified Yoga Instructor 2010  
 Lotus Seed, teacher: Wren Cornish

**Skills Software:** Proficient in Final Cut Pro, DVD Studio Pro, Photoshop; basic knowledge of Avid, AfterEffects, Illustrator, Pro Tools, Flash,  
**Clerical:** Microsoft Office Suite, FileMaker Pro, Quickbooks