

SHAUN MCRIMMON

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PROFESSIONAL SUMMARY

Thorough team contributor with strong organizational capabilities. Experienced in handling numerous projects at once while balancing creativity and operational tasks. Effective at meeting deadlines and maintaining a high level of professionalism and confidentiality, while working on set for multi-million dollar productions.

SKILLS

- Executive Calendar Management
- Proficient in Excel, Google Sheets, and Drive
- Davinci Resolve
- Data Entry & Video Content Archiving
- Travel Arrangement & Scheduling
- Adobe Premiere
- Front Desk Coordination
- Airtable
- Note-taking & Distribution
- Budgeting & Receipt Tracking

PRODUCTION CREDITS

Film & Television

- *The Last Mrs. Parrish*- 2026 Feature Film- Netflix
- *Crystal Lake- 1 Episode* 2026 Television Show- A24
- *A Place In Hell*- 2026 Feature Film- T-Street Productions
- *Treasures of New Jersey- 1 Episode* 2023 Television Show- PBS/The WNET Group (**Uncredited**)

Commercial & Broadcast

- *NMOA 2023 Art Gala Promotional Video*- 2023 Commercial- Situation Interactive (**Uncredited**)

EXPERIENCE

- 04/2026 to Current **Production Assistant**
Mass Appeal Inc. – New York, NY
- Assist in set preparation, ensuring all equipment and materials are ready for use.
 - Collaborated with team members to enhance communication and streamline production processes.
 - Assist with load ins and load outs of equipment.
 - Ensures SD cards are delivered to appropriate parties upon end of shoot days.
- 10/2024 to Current **Program Coordinator**
Glassroots Inc. – Newark, NJ
- Manages phones, door, and email communications related to general operations and educational programming.
 - Maintains multiple studio and admin calendars, including day-to-day and long-term management of meetings and priorities.
 - Assists with special projects as needed, including planning special events and handling of travel-related logistics.
 - Maintains digital filing system and documents for over 20 staff members.
 - Tracks and logs all accounts payable entry, including Purchase Order entry, obtaining appropriate approvals for payment, ensuring backup documentation supports payment, receipts, and maintaining proper files.
 - Assists with ordering food and drinks, general studio supplies, and cleaning products.
 - Maintains list of supply vendors, accurate demographic info, and program data in Excel and Google Docs to identify trends, informing strategic decisions for future initiatives.
 - Developed marketing materials to promote program offerings, increasing awareness and participation rates among target audiences.

EDUCATION

Bachelor of Fine Arts: Animation
Savannah College of Art And Design - Savannah, GA