

Allison Hallak

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Education

EMERSON COLLEGE

B.A. in Media Arts Production

GPA: 3.8

Boston, MA

Aug. 2022 - Dec. 2025

Experience

PRODUCTION ASSISTANT

Surrender Pictures

New York, NY

May 2026

- Assisted with lens changes while shooting guerilla-style at TEFAF 2026
- Accurately and efficiently completed lunch orders and pick up
- Supported a team of six with any set-up and break-down needed
- Handled equipment with care during transportation

ANIMATION PRODUCTION INTERN

The LEGO Group

Los Angeles, CA

May 2025 - Aug. 2025

- Provided support for events promoting *LEGO Masters* by taking accurate inventory of merchandise
- Organized archive database and input ~500 pages of past development materials
- Wrote clear and concise script coverage for six TV scripts for the Head of Production to review
- Escorted writers to the office and ensured their comfortable experience during writing summits
- Coordinated SmartSheet deliverable schedule and production contracts for efficiency in production

LEAD EDITOR

Alphabet Soup, BFA Thesis

Boston, MA

Jan. 2025 - May 2025

- Utilized proxies created by the Assistant Editor to streamline the editing process
- Communicated clearly with editing team of three to prevent footage corruption when transferring between the picture cut, coloring, and sound design
- Delivered edits on time for reviews and final delivery
- Collaborated with director to maintain alignment with their vision throughout editing process

GRIP

Musings, Independent Film

Boston, MA

March 2024

- Coordinated with the Gaffer and Director of Photography to light three one-shot scenes
- Quickly moved lights during shooting to ensure that all angles were properly lit during one-shot scenes
- Set up and broke down C-stands, properly rolled cables, and ensured safety when striking and saving

SOUND RECORDIST

While I Was Gone, Independent Film

Boston, MA

Jan. 2024 - Feb. 2024

- Ensured sound levels were below peak while using a Sony PCM D10
- Devised creative solutions when equipment was not suited for our current needs
- Provided support to team of ten in set-ups, break-downs, and traveling with equipment

Skills

Adobe Creative Suite, Microsoft Office, Canva, ProTools, G-Suite, Davinci Resolve, Maya 2025, Creative problem-solving, Adaptability, Communication, Dependability, French (Intermediate)