

Resume:

Corina Brown

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I am a hardworking individual with excellent communication, literacy, and organisational skills. In my experience working on films and in live theatre, I have learned the importance of effective communication, time management and team work, and I work to keep things running smoothly in high stress situations by being patient, calm, considerate and understanding.

My most recent long-term role was as an Office Administrator/Producer's Assistant at Good Dog Enterprises, a film production company which entailed managing business communications and administrative tasks, communications with cast/crew and film distributors, submitting and acquitting funding applications, and schedule management.

I hold a Bachelor of Arts and a Bachelor of Media from Murdoch University, and in 2016 I also completed an Honours thesis in Screen Production, focussing on the adaptation of fairy tales to film.

I am also a volunteer for The Girls' Brigade, and have been leading groups of girls in an after-school program since 2011. In 2021, I took over as the Team Leader and administrator of a group of 10 or so leaders, and in 2023 joined the Girls' Brigade WA State Board as the Risk Management Officer.

Key Skills and Attributes:

- MYOB experience
- Strong literacy skills
- Computer literate, experienced with Microsoft Office Suite
- Excellent phone manner
- Confident and well-groomed
- People oriented, self-motivated and highly resourceful
- Responsible and hard working
- Fast learning and efficient
- Planning, organisation and communication skills are key skills offered
- Customer service experience
- Ability to work well under pressure
- Trustworthy, honesty, with high level of integrity.
- A good team member, yet thrives when leadership and its accorded responsibilities are required.

Work Experience:

- 2016 to 2023: Producer's Assistant and Office Administrator at Good Dog Enterprises
- 2021 to Present: Volunteer Team Leader/Administrator at Riverton Girls' Brigade
- 2011 to 2020: Volunteer Leader at Riverton Girls' Brigade
- 2016: Data Entry for Australian Electoral Commission
- 2015: Production Assistant at Elephant Productions
- 2014 to Present: Contractor work in film and theatre productions
- 2013 to 2015: Receptionist and Office Administrator at Kings Insulation
- 2013: Waitress at Pancakes at Carillon
- 2011 to 2013: Checkout Operator at Kardinya Supa IGA

References:

Nelson Woss
Former Employer
Good Dog Enterprises
0488 334 900
nwoss@mac.com

Brenda Martin
Former Captain/Team Leader
Riverton 5th Perth Girls' Brigade
0439 924 663
ebmartin1@bigpond.com

Education:

Current: Completing Juris Doctor, a Masters level Law degree at UWA.

2015-2016

Completed an Arts Honours thesis on the adaptation of fairy tales to film.

2010 - 2014

Completed Bachelor of Arts and a Bachelor of Media, majoring in both English and Creative Arts and Screen Production, and minoring in both Creative Writing and Script Writing.

2005 – 2009:

Willetton Senior High School; Secondary Education Certificate and TEE (Letter of Recommendation available)

Hobbies and Personal Interests: Enjoys reading, playing basketball, singing, playing the flute, creative writing. Has worked as a contractor/casual in film and theatre industries.

Film Credits:

2023

- Production Secretary: Feature Film – *The Surfer*
- 2nd Assistant Director: Short Film – “Joan”

2018/2019:

- Accounts Assistant/Executive Assistant: Feature Film – *Koko: A Red Dog Story*

2016

- Producer/Writer/Director: Short Film - “White as Snow”
- Co-Producer: Short Film – “Golden Road”
- Unit Manager/Caterer: Web series – *Boondock Alley*
- Continuity Supervisor: Feature Film – *Tainted Getaway*

2015

- Unit Manager: Short Film – “Nobody’s Child”
- Unit Manager/Caterer: Feature Film - *Broken*
- Runner/ Driver: Feature Film – *Bad Girl*
- Unit Manager – Short Film – “Outline”
- Unit Manager: Educational short film – Constable Care 2015
- Unit Manager: Short Film – “The Icebreaker”

2014

- Producer: Audio Book Adaptation - *Doctor Who: Resistance*, episodes 1 & 2
- Production Co-Ordinator: Short Film Series – *CAI High School Projects*
- Unit Manager: Feature Film – *Pulse*
- Unit Manager: Short Film – “Bizness Boiz”
- Unit Assistant: Short Film – “Stones”
- Boom Operator: Feature Film – *Broken Contract*

- Boom Operator: Short Film – “Letter to Hunt”

2013

- Boom Operator: Short Film – “Reflections”
- Boom Operator: Short Film – “Adrian Brody”
- Sound Recordist: Webisode – “Daniel and the Search for a New Housemate”
- Sound Recordist: Short Film – “The Perfect Present”
- Sound Recordist: Short Film – “Guilt”

2012

- Co-Scriptwriter, Sound Recordist and Designer: Short Film – “Insomnia”
- Producer and Script Editor: Short Film – “The Fae”

Theatre/Music Experience:

2016

- Cast as Sally Brown in Murdoch Theatre Company’s *You’re a Good Man, Charlie Brown*
- Sound Operator for Fringe World 2016 – Western Spiegel Tent
- Sound Designer - Murdoch Theatre Company’s *Punk Rock*
- Sound Operator – Black Martini Theatre’s *2084: The Musical*
- Sound Designer and Operator – Murdoch Theatre Company’s *The Violent Outburst That Drew Me To You*

2015

- Sound Designer – Murdoch Theatre Company’s *Little Red: Who’s Afraid of the Big Bad Wolf*
- Sound Designer and Operator - Murdoch Theatre Company’s *War of the Worlds*
- Live Sound Operator - Second Chance Theatre’s *Lightning Rod*

2014

- Live Sound Operator - Second Chance Theatre’s *Extra Ordinary People*
- Sound Designer and Operator - Murdoch Theatre company’s *Robin Hood*
- Sound Designer for Murdoch Theatre Company’s *Harvey of Aspirations*

2013

- Sound Designer and Operator - Murdoch Theatre Company’s *Cinderella*
- Sound Designer and Flautist - Murdoch University’s *Zak Zebra’s African Safari*

2012

- Cast as “Doris” in Murdoch University’s presentation of Woody Allen’s play *God*
- Sound Designer - Murdoch University’s presentation of Woody Allen’s play *God*
- Cast as “Lucetta” in Murdoch University’s presentation of Aphra Behn’s play *The Rover*
- Sound Designer - Murdoch University’s presentation of Shakespeare’s *The Winter’s Tale*

2009

- Cast as “Sandy” in Willetton Senior High School’s presentation of the musical *Grease*
- Willetton Senior High School Senior Band Leader

2007

- Band Leader and Solo Flautist of the orchestra in Willetton Senior High School’s presentation of the musical *Aladdin*

2005

- Member of orchestra in Willetton Senior High School’s production of the musical, *The Wizard of Oz*.