

# STEPHAN MIGNEAULT

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Los Angeles, 91101

## PROFESSIONAL EXPERIENCE

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### PRODUCTION ASSISTANT & CAMERA UTILITY TECHNICIAN | Freelance

SEPTEMBER 2016 - PRESENT

- **Production Assistant on feature films:** *Oh Lucy, Ecco, and Twin Sisters.*
- **Art Production Assistant for commercials:** *Sprint, Revlon, Timberland, and Ubisoft.*
- **Art Production Assistant for live television events:** *Masters Of Illusion, and Hollywood Walk of Fame Honors Show.*
- **Office Production Assistant for Independent Short:** *Tough.*
- **Set Production Assistant for series:** *MTV 's Wonderland, and Teen Wolf.*

### ADMINISTRATIVE ASSISTANT | Robert Half International

JANUARY 2016 - SEPTEMBER 2016

- Scheduled drug screenings and background checks for prospective employees.
- Processed and filed expense reports, timesheets, and payment adjustments using Excel and Salesforce.
- Maintained spreadsheets to chart daily, weekly, monthly and yearly revenue.
- Drafted fee letters and legal contracts for executive management.

### SHIPPING AND RECEIVING ADMINISTRATOR | Abel Cine

MAY 2015 - OCTOBER 2015

- Processed client purchases and administered product shipment through independent freight service.
- Received product, and reconciled shipping invoices with appropriate departments ensuring product delivery was timely.
- Assisted with handling customs and international shipping procedures.
- Handled rush shipping logistics and details.

### POST-PRODUCTION ASSISTANT & CAMERA OPERATOR | Brave New Films

NOVEMBER 2014 - APRIL 2015

- Imported and managed the organization of new footage according to project goals, resulting in a more productive workflow for the junior and senior editors.
- Catalogued production equipment for weekly video shoot.
- Organized operations and logistics for social media campaigns.
- Filmed and collaborated on the production of Kickstarter campaigns.

### INVENTORY SPECIALIST & PROJECT TEAM LEAD | Best Buy

MAY 2012 - NOVEMBER 2014

- Merchandised new product displays based on vendors diagrams.
- Exceeded sales objectives, maintained accurate records through daily reporting on sales and inventory.
- Awarded *Inventory Guru of the Year* for outstanding results and excellence in performance, productivity and inventory management.

## **EDUCATION**

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### **DIGITAL PHOTOGRAPHY; POST-PRODUCTION**

**Santa Barbara City College**

**2013**

### **B.A. FILM STUDIES & PRODUCTION**

**Keene State College**

**2007-2011**