

Steph Burke

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TV

2019 State of Democracy – Associate Producer (Archival Research)
2018 Pilot – Reclaiming Pennsylvania – Assistant Director
2017/18 DIY – Stone House Revival – Season 3 – Production Coordinator
2016 PBS – The Contenders: 16 for '16 – Associate Producer (Archival)
2016 NBC – American Ninja Warrior (Philadelphia) – Office Production Assistant
2015 NBC – American Idol XV (Philadelphia) – Production Assistant

FEATURE FILMS

2018/19 *Crash, Burn, Love* – Associate Producer/Associate Director
2017 *Save This Dance* – 2nd Assistant Director
2017 *Love Strikes Twice* – 2nd Assistant Director
2016 *Paws P.I.* – 2nd Assistant Director
2016 *Death House* – 2nd Assistant Director (Philadelphia & LA Units)
2015 *Philadelphia Bicycle Vignettes* – Office Vignette - 1st Assistant Director
2012 *Bodies* – 1st Assistant Director

SHORT FILMS

2017 *In the Family* – Producer
2017 *The Condo* – Production Coordinator
2016 *I Want You Alone* – Editor
2013 *Eventide* – Producer & Editor
**Winner of Best Micro Short Psychological Horror Film at Fear Fete 2014*

COMMERCIAL / WEB VIDEO

2019 Main Line Health – Bariatrics Center – Production Coordinator
2019 Temple Lung Center – Fall 2019 – Production Coordinator
2019 John Deere – 2nd Assistant Director
2019 RocNation – REFORM – Production Coordinator
2018 Aubio – You Are Not Alone – Associate Producer
2018 Dynatrap – Flylight – Associate Producer
2016 Kudzu – Kolony – Branding Video – Researcher
2015 Children's Hospital of Philadelphia – Juvenile Myasthenia Gravis – Production Coordinator
2015 Living Beyond Breast Cancer – 2015 Honorees – Production Coordinator / Assistant Editor
2015 Hanson Design – CSS – Production Coordinator / Assistant Editor
2015 Living Beyond Breast Cancer – Let's Talk Metastatic – Production Coordinator / Assistant Editor
2014 World Resources Institute – Honorees Video – Jim Harmon – Production Coordinator
2014 Children's Hospital of Philadelphia – Young Adult Hip Preservation – Production Coordinator

WEB SERIES

2015 Billboard (20 Episodes) – Production Manager / 1st Assistant Director
2015 Herrings – (Pilot) – 1st Assistant Director
2015 Parkside – (Pilot) – Production Consultant

RELATED EXPERIENCE

ASSEMBLY – Assistant Producer

February 2014-July 2015

- Production coordinator for healthcare, corporate, and nonprofit shoots (Penn Medicine, LBBC, WRI)
- Creating call sheets, staff travel and lodging, booking crew, processing invoices and receipts
- Assistant editing – data management, archiving footage/projects, transcoding files, transcriptions
- Content marketing – Facebook, Twitter, Instagram, LinkedIn, Vimeo, company blog

PENSIVE PENGUIN PICTURES – Producer, Director, Editor

June 2013-June 2014

- Development, casting, budgeting short film, *Eventide*
- Production management, location booking, managing paperwork and permits
- Post-production, supervising development of marketing materials to investors and film festivals

MAIN STREET PRODUCTIONS – Producer's Assistant

April 2013-September 2013

- Office inventory management, filing paperwork and processing merchandise for feature film, *9-Ball*
- Social media management – Facebook, Twitter; YouTube development
- Marketing and building relationships with billiard organizations regarding distribution of company's film

GLASS SIDEWALK – Assistant Editor

August 2010-November 2010

- Editing short speeches for TED.com
- Organizing footage, cataloguing sound effects
- Research for documentary film

PHOENIXVILLE AREA SCHOOL DISTRICT TV STUDIO – Production Assistant

June 2005-June 2009

- In booth: directing, editing, sound monitoring, on-screen graphics
- On set: camera operation, equipment setup and breakdown
- Editing short videos for broadcast on local television station

EDUCATION

THE PENNSYLVANIA STATE UNIVERSITY. University Park, PA

2006-2010

Bachelor of Arts Degree in Film and Video

Minor in Theater

Vice President of The Student Film Organization

PHOENIXVILLE AREA HIGH SCHOOL. Phoenixville, PA

2004-2006

Active member of in-house television studio, broadcasting locally

THE ACADEMY FOR VISUAL AND PERFORMING ARTS. Boonton, NJ

2002-2004

Major in Multimedia - Graphic Design & Video

Minor in Theater

SKILLS

Call Sheets

Production Coordination

Booking Crew

Production Reports

Production Books

Field Tracking Forms

Mac + PC Proficient

Google Drive Management

Adobe Premiere

Adobe InDesign

Microsoft Office

Release Forms

Non-Disclosure Agreements

Invoice Management

Tax Paperwork

Field Notes

Archival Research

Network Deliverables

Materials Licensing

Annotations

Post-Production Scripts

Project Archiving

Encoding

Data Management

Transcription

Fair Use Reports

Content Marketing

Search Engine Optimization

Social Media

Blogging