

ANDREA COX

PRODUCER / PRODUCTION COORDINATOR

CONTACT

3491 Sexton Woods Drive
Atlanta, GA 30341

T: 404-849-2209 | E: andrea@theprudentmariner.com | W: theprudentmariner.com

EXPERIENCE

The Prudent Mariner

2013- Present
New York, Los Angeles, Atlanta

Creative production company with wide range of projects including branded content, commercial, music, web content, and documentary.

- *Producer/Production Coordinator/Business Administrator*
 - General production coordination: budgeting and estimates, scheduling, managing/hiring of crew and talent, writing treatments, renting equipment, collecting/filing all requisite paperwork (location releases, crew deal memos, call sheets, actor releases, contracts, etc.), assisting with art design/props, assistant editing, locations, securing/interviewing subjects, travel arrangements, craft service.
 - Creative development: Idea and story development for feature film, animated series, dramatic series and web content, background research, idea organization.
 - Business Administration: Website creation/management, graphic design, invoicing/payments, bookkeeping, insurance, tax filing, banking, company formation.

Recent Productions

- - American Foundation for Suicide Prevention - Overnight Walk Public Service Announcement
 - Marriott Hotels/Improv Everywhere - Branded Web Series - 4 Episodes
 - Insomniac/Electric Daisy Carnival EDM Music Festival- Web Series
 - Golf Cart Confessions (also editor) - 10 Episodes
 - DIY Headliner Fashion - 2 Episodes
 - #EDC20 - 4 Episodes
 - Doggie Doo All: Birthday Commercial
 - *Thunder In Your Horse* - Music Video/Branded Content
 - UKF/All Trap Music - Web Content/Short Music Documentaries
 - On the Road with Bassnectar, Gorgon City, Bro Safari (3 Episodes)
 - We Out There: Flosstradamus in Washington, DC
 - Bud Light/Epic Meal Time - Snack Stadium - Branded Web Content
 - Blackbox TV - Scare Prank Web Series - 7 Episodes
 - Official Comedy - Prank Web Series - 5 Episodes
 - Astronauts Wanted/Sony - Astronauts @ DigiFest/Governors' Ball & Social Con Web Content
 - DeKalb PATH Academy - Promotional Content (also editor)
 - *Tailgaters* Pilot - Football travel documentary show

Other Experience

Office Administration

- Institute for Psychoanalytic Education at NYU Medical Center
Administrator/Information Systems Manager (2005-2013)
 - Administrator for five educational programs for mental health professionals: overseeing classes, seminars, and outreach events; enrollment/admissions; day-to-day office management, maintenance of computers, copiers, printers, ordering supplies/catering; event coordinator/set up, booking/scheduling rooms, liaise with building managers and security, managing student interns.
 - Development and management of databases and website; directories and mailings; administer financial transactions; design and maintenance of websites; designing, developing, and creating outreach publications – brochures, postcards, and fliers.

SKILLS

- Strong computer skills: Adobe Photoshop, Premiere, Acrobat, InDesign, Microsoft Office Suite, Google Apps Suite, Quickbooks, Wordpress, Wix, Constant Contact/Mail Chimp, All Social Media Apps

EDUCATION

- New York University
Masters (MPA) Public Policy (2011)
BA: Sociology (2006)

REFERENCES

- References provided upon request.