

Danielle Charboneau

Sherman Oaks, CA
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EDUCATION

Bachelor of Fine Arts, Acting, Summa cum laude, *Florida State University* Apr. '22
Associate in Arts, Summa cum laude, *College of Central Florida* May '18
Valedictorian, Summa cum laude, *West Port High School* May '18

EXPERIENCE

Production Assistant, "So Here We Are" Film Mar. '24 - Mar. '24
Los Angeles, CA

- Assisted art department and props with design and execution of various elements of production
- Assisted with script supervision and continuity
- Kept records of costumes, hair and makeup, and props placement from scene to scene
- Worked closely with director to ensure day was on schedule
- Acted as a liaison between director and background actors, handled the holding area, and attended to any background needs on set
- Used digital camera to capture BTS photos for cast, crew, and film social media usage
- Set up craft services and handled any food or errand related runs in personal vehicle

Production Assistant, Patrick Stewart Productions Sep. '22 - Present
Los Angeles, CA

- *Metalocalypse (Warner Bros. Discovery)* | Sept. '22
- *TCM Host Image Shoot (Turner Classic Movies TCM)* | Jan. '23
- *Academy Museum with Host Jacqueline Stewart (TCM)* | Jan. '23
- *TNT Brasil - Pre-Show and Oscar Ceremony (Turner Network Television)* | Mar. '23
- *Film Festival (TCM)* | Apr. '23
- *Sunday Fun Academy Conversations - Bruce Lee (TCM)* | Sep. '23
- *Sunday Fun Academy Conversations - Sophie Hunter (TCM)* | Dec. '23
- *WB Tour Promo Shoot* | Feb. '24
- Coordinated a range of technical and administrative tasks on set, including managing errands, tracking receipts, locking up pedestrian traffic, and setting up/striking general equipment
- Served as a runner/driver on standby at all times, operated golf carts in addition to use of personal vehicle
- Recorded detailed notes of interviews to assist editors
- Communicated with vendors prior to and during production to ensure smooth operations
- Handled all food orders and organization of craft services table
- Worked with high profile talent and executives through clients including Warner Brothers, Turner Classic Movies, and TNT Brasil

Events Assistant, Freelance

Feb. '23 - Present

Los Angeles, CA

- Facilitated set-up and breakdown of high-volume parties in the Los Angeles area
- Memorized important information pertaining to each venue, schedule, and menu to better assist guests
- Maintained an inventory of rented and purchased items and ensured all items were accounted for and returned to the correct facility at the end of the event
- During meal service, took orders and attended to guests' needs including directing guests to seats, taking orders, refilling drinks, and bussing dishes

Personal Assistant, Private Residence

Jan. '23 - Jan. '24

Los Angeles, CA

- Orchestrated a complex schedule with precision, coordinating appointments, meetings, and travel arrangements for two high profile families
- Proactively identified and resolved scheduling conflicts, anticipating challenges and implementing solutions to maintain a smooth workflow
- Managed the social media content calendar for client's business, ensuring strategic and timely delivery of posts across platforms
- Performed all tasks with discretion and respect to client's privacy as per their non-disclosure agreement