



# KRISTY MARIE RICHMAN

PRODUCTION COORDINATOR/ASSISTANT – SCRIPTED & UNSCRIPTED  
WWW.KRISTYRICHMAN.COM | WEST HOLLYWOOD, CA

## ABOUT

Entertainment professional with a demonstrated history of working in industry. Skilled in development, physical production, management, coordination, and talent handling, amateur chocolatier.

## SKILLS

MovieMagic Software  
Mac and PC Proficient  
Admin Duties  
Interpersonal Communication  
Final Draft  
Microsoft Office  
Google Suite

## AWARDS

'19- Author Krim Scholarship  
'18- GiGadget Science Grant  
'16 Filminute Commendation  
'08-'12 Full STARS Scholarship  
'08-'12 Deans List/Honors

## EXPERIENCE

### COMMS MEDIA MANAGER • CREATIVEFUTURE INC • CA • 2019 - PRESENT

Work closely with CEO and EP. Admin duties while reading and creating content for social media as well as organizing daily calendars and yearly board books for nonprofit media plans.

### DEVELOPMENT INTERN/FREELANCE PA • MILOJO PROD • NYC • 2019

Read and performed coverage for scripted and non-scripted content. Assisted with pitch deck creation and budgetary needs as well as development and onset duties.

### FILM CHAIR COORDINATOR • COLUMBIA UNIVERSITY • NYC • 2018 - 2019

Balanced multiple classes, took notes, created documents and admin duties. Assisted over 25 students and four facility members.

### PRODUCERS ASSISTANT • FIDELIO FILMS • NYC • 2016 - 2017

Worked closely with narrative producer development through production. Rolled calls, script coverage, scheduled and admin tasks.

### PRODUCER/COORDINATOR • FREELANCE • NYC • 2014 - PRESENT

Producer and Production Coordinator. Bringing the script to screen from development into production and post. List Attached\*

## EDUCATION

### MASTER OF FINE ARTS • 2019 • COLUMBIA UNIVERSITY, NYC

Majored in Film, Concentration in Creative Producing.

### BACHELOR OF ARTS • 2012 • KEAN UNIVERSITY, NJ

Majored in Communication, Minor in Marketing.



KRISTYRICHMAN@GMAIL.COM.COM



1-609-602-2505

# FREELANCE PRODUCTION EXPERIENCE

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## **PRODUCER:**

SOFA – Short Film	Development
FACES PENTAPTYCH– Short Film	Post Production
IT CUTS DEEP – Feature Film	Winter 2019
HELLO, WORLD. – Short Film *Boston SciFi Festival 2020	Winter 2019
I AM THE TROLL – Short Film	Summer 2019
HUNGRY IS THE DEVIL – Short Film	Summer 2019
UNCLE PECK – Feature Film *Panic Festival 2020	Summer 2018
THE DAUGHTER – Short Film *Holly Shorts Festival 2019	Summer 2017
CHARLES DARLING – Short Film *St. Louis Intl. Festival	Spring 2017
FULLSCREEN MEDIA's, TABLE TALK – Digital Series *Series Fest 2017	Spring 2017
HAPA – Short Film	Winter 2017
BACKTRACK – Short Film *Filminute Festival 2017	Summer 2016
BOB AND ME – Short Film	Summer 2012

## **CO-PRODUCER:**

THE 49th DAY – Short Film, Animated *Austin Film Festival 2020	Spring 2019
A ROSE ON NINTH STREET – Feature Film	Summer 2013
MARIA AND THE BUG – Short Film	Winter 2016

## **PRODUCTION COORDINATOR:**

ARRIVAL & DEPARTURES – Anthology Series	Development
NETLIX, DICK JOHNSON IS DEAD – Documentary *Sundance 2020	Summer 2019
LIFE, THE LAST QUESTION – Documentary	Fall 2016

## **CASTING:**

NETLIX, DICK JOHNSON IS DEAD – Documentary *Sundance 2020	Fall 2018
CNN, TIMELOOPER – VR Short	Fall 2016
NBC, RED NOSE DAY – Live Television Event BG	Spring 2014
NEW LINE & MGM, HOW TO BE SINGLE – Feature Film	Summer 2015

## **PRODUCTION ASSISTANT:**

UNIVERSAL'S: RUNAWAY– Assist.. to Daddy Yankee & Jonas Brothers	Spring 2019
MILOJOs, PROM GIRL – Sizzle	Spring 2019
EGG – Feature Film – Assist. to Christina Hendricks	Summer 2017