

Hazel Shah

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EXPERIENCE

Director/Writer - September 2023 - May 2024 **New Orleans, Louisiana**

- Wrote and directed an ambitious short film as the capstone project for Bachelor of Arts Degree at Tulane University, overseeing all aspects of production from concept to completion
- Led comprehensive 6-month pre-production process, including casting, location scouting, and meticulous planning, culminating in an intensive weekend shoot
- Managed full production crew and cast, demonstrating strong leadership and time management skills while balancing creative vision with practical constraints

Assistant Director, *The Return Offer*, Independent Short - February 2024 - March 2024 **New Orleans, Louisiana**

- Orchestrated pre-production planning, on-set operations, and post-production execution, ensuring smooth workflow across all phases
- Managed cast and crew schedules, coordinated on-set logistics, and facilitated seamless communication between departments, ensuring smooth production workflow
- Contributed to creative decision-making and problem-solving processes, while actively supporting the director's vision throughout the project

Background Casting Director &

Set Production Assistant, *Thena*, Gold Films LLC - June 2022 - August 2022 **San Francisco, California**

- Managed the entire background casting process for a feature film, from initial talent search to final selection
- Collaborated with director and executive producers to integrate background wages into budget, optimizing resources
- Coordinated with wardrobe department to ensure casting aligned with production requirements, maintaining artistic vision while meeting practical needs
- Simultaneously served as an on-set production assistant which included organizing background talent on set and assisting with everyday obstacles with quick and thoughtful action

Production Assistant, *Daisy Jones & The Six*, Amazon Studios - April 2022 - May 2022 **New Orleans, Louisiana**

- Served as a production assistant on Amazon's high-profile series "Daisy Jones & The Six", collaborating with the PA team on large-scale location shoots
- Facilitated smooth production operations by managing daily organizational tasks, addressing various production needs, and coordinating background actors
- Taught me how to run at high speeds with two piping hot cups of coffee in my hand

Server, The Graduate Hotel - June 2023 - August 2023 **Palo Alto, California**

- Served as a key team member in the launch of an upscale rooftop restaurant and cocktail bar, adapting quickly to the fast-paced environment, delivering exceptional customer service while maintaining efficient communication

Front Desk, Form Fitness - August 2019 - March 2020 **Palo Alto, California**

- Managed front desk operations, overseeing new member sign-ups and coordinating personal training schedules
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EDUCATION

Tulane University, 2020 - 2024 **New Orleans, Louisiana**

Bachelor of Arts, Double Major in Digital Media Production and Cinema Studies

- **Academics: Cumulative GPA:** 3.76
- **Awards/Activities:** Dean's List, Hotel Hope Award for Public Service, Media Production Program Filmmaker, TU Cinema Club

Palo Alto High School, 2016 - 2020 **Palo Alto, California**

- **Academics: Cumulative GPA:** 3.82
 - **Awards/Activities:** Editor-in-Chief of Paly's Arts & Culture Magazine, Columbia Scholastic Press Gold Crown Award, National Scholastic Press Pacemaker Award, Outstanding Achievement in History and Social Sciences, Bring Change 2 Mind Club VP
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SKILLS

Microsoft Office Suite, Google Workspace, Oasis, Logic Pro, Avid, Pro Tools, Movie Magic Budgeting and Scheduling, Excel, Indesign, Photoshop, Desk Coverage, Project Management, Booking Systems, Media Production, Script Analysis, Editing, Publishing, Organized and Detail-oriented, Self-directed, Excellent Communication, Problem Solver, Go-getter Attitude
