
CANDICE "CJ" JOHNSON

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PROFESSIONAL SUMMARY

Multi-talented freelance television and film crew member with 6 years experience in field and office. Looking to advance as an Associate Producer. Experienced in Casting, Coordinating, Wardrobe Supervising, Hair, Make-Up and overall production needs. Knowledgeable professional expert in streamlining processes, supervising team members and performing administrative tasks. Committed go-getter with team player attitude and ability to remain calm in stressful situations. Personable communicator with a focus on working with various personality types effectively.

SKILLS

- Payment Reconciliation
- Logging/ Editing
- Microsoft Word/PowerPoint/Excel/Google Docs
- Staff management
- Budgeting
- Teamwork / Collaboration
- Travel Arrangements
- Production Planning
- Administrative duties
- Creative Professional
- Transportation accommodations
- Investigative research
- Planning
- Social Media
- Schedule coordination
- Extremely quick learner

WORK HISTORY

Production Coordinator-Real Housewives of Potomac, 08/2019 to 10/2019

True Entertainment LLC – Bethesda, MD

Production Coordinator/AP-Don't Be Tardy Season 8, 06/2019 to 07/2019

True Entertainment LLC – Atlanta, GA

- Manage petty cash and credit card reconciliations
- Coordinating schedules, transportation, scouting and permitting locations, sending COI's ,providing cast, crew and facilities information
- Manage and update ongoing paperwork such as appearance releases, material releases and location agreements
- Track schedule changes and arrange transportation
- Supervised 5 -8 Production Assistants
- Point of contact for crew
- Helping keep shoot and producers on schedule
- Communicate talent needs with production
- Creating expense reports and keeping track of budgets
- Support Production Manager with logistics by booking flight, hotels, securing film permits and car bookings
- Prep for shoot days, credit card reconciliation, coordinating day-of logistics between production and production office
- Resolved complaints and eliminated delays by collaborating with vendors and updating strategies

Field Coordinator-Real Housewives Of Potomac (Season 4), 10/2018 to 06/2019

Bravo-Reality/ Doc (TV) True Entertainment LLC – Bethesda, MD

- Support Production Manager with logistics
- Responsible for being in charge of daily schedule, managing release process, breaking crew meals on time, sending of call sheets daily
- Prep for shoot days, kept Producers on schedule, credit card reconciliation, coordinating transportation, coordinating day-of logistics between production and production office, managing team of six
- Resolved complaints and eliminated delays by collaborating with vendors and updating strategies
- Documented production volume, materials consumption and quality issues in Excel to keep management well-informed and support proactive planning
- Research 100+ homeowners who purchased home through Realtor.com
- Prepared powerpoint documents for client approval

Office Assistant-Real Housewives of Potomac 4, 07/2018 to 09/2018

Bravo-Reality/Doc (TV) True Entertainment LLC – Bethesda, MD

- Driving off-site to collect/return gear
- Crafting runs
- Administrative duties
- Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted
- Processed 100+ release paperwork efficiently to support smooth office procedures
- Organized files, developed spreadsheets, faxed reports and scanned documents

Production Assistant-Citizen Ashe, HBO - Reality/Doc (TV), 06/2018 to 06/2018

Stick Figure Production – New York, NY

- Provided transportation for talent and crew
- Ordering/pick up of crafting services
- Providing assistance to crew of 20+
- Keeping wardrobe in order
- Assist with styling 50+ extras
- Performing general field duties
- Driving off-site to collect/return gear
- Supported Project Manager with field logistics
- Handle 50 + releases from vendors and talent
- Delivered exceptional level of service to each customer by listening to concerns and answering questions

Casting Coordinator-Realtor.com Testimonial Videos, 05/2018 to 06/2018

Internet-Digital-Eastward Films LLC – Washington, DC

- Compiled casting document for 3 to 4 different families for client review
- Research on homeowners
- Scheduling of calls with families and client
- Booking /confirming actual shoot days with talent
- Collaborated with directors and producers to determine casting requests and presented binders of talent options to drive casting path
- Drove successful auditions and selected top-quality talent for productions
- Accomplished simultaneous objectives by meticulously managing schedules, monitoring email and prioritizing multiple tasks

Casting Director-For My Man (Season 4), 08/2017 to 02/2018

TVOne-Reality/Doc-(TV)-Sirens Media – Silver Spring, MD, MD

- Oversaw team of three in casting department
- Managed approximately 100 emails, 100+ calls per day to talent agencies to check availability
- Prepared Power point presentations with photos for network final approval
- Submitted talent summaries along with Talent Agreements to payroll
- Ensured talent had pertinent items (i.e. script, wardrobe, days needed)
- Suggested ideal artists for each role, as well arranging, conducting interviews and auditions
- Read scripts, collaborated with producers, directors to create breakdown notices, which are brief descriptions of physical attributes, skills, and experience sought in actors to portray particular characters
- Created scenes for self tape auditions
- Accomplished simultaneous objectives by meticulously managing schedules, monitoring email, prioritizing multiple tasks
- Drove successful auditions and selected top-quality talent at short notice once per week
- Scheduled casting sessions by booking audition spaces, arranging talent, orchestrating on-site casting details
- Resolved conflicts and negotiated agreements between parties in order to reach win-win solutions to disagreements and clarify misunderstandings
- Assessed actors' background, reputation, availability and box office appeal to influence casting decisions
- Partnered with directors to identify casting needs and suggest appropriate actors
- Negotiated fees and contracts for actors and liaised between actors, agents and directors
- Studied script to develop deep understanding of all roles
- Employed effective communication while working closely with directors, producers, talent agents and actors to achieve smooth casting processes

EDUCATION

Certificate: Producing, 2019

DCTV - Washington, DC

Certificate: Paralegal Studies, 1999

Piper Marbury Rudnick & Wolfe - Washington, DC

License: Cosmetology, 1996

Robert's Hair Institute - Langley Park, Md

No Degree: Business Administration, 1993

Prince George's Community College - Upper Marlboro, MD

AFFILIATIONS

- Member, DCTV, 2019 to Current

CERTIFICATIONS

- Certified Producer (DCTV)