

MICA COBURN

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Experience

Assistant Production Coordinator	BLINDSPOTTING – Series Season 1, Starz/Lionsgate
Assistant Production Coordinator	NIGHT SCHOOL – Pilot, NBC
Production Secretary (Prep)	COUNTRY COMFORT – Series Season 1, Netflix
Production Secretary Add'l Set Production Assistant	VIDA – Series Season 3, Big Beach TV/Starz/Lionsgate
Office Production Assistant	SORRY FOR YOUR LOSS – Series Season 2, Big Beach TV/Facebook
Office Production Assistant	THE POLITICIAN – Series Season 1, Netflix/Ryan Murphy Prod/Fox 21
Add'l Set Production Assistant	9-1-1 – Series Season 2, Fox/Ryan Murphy Productions
Set Production Assistant	SNAKEHEAD – Feature, 408 Films/Arowana Films
Post Production Assistant	GLAMOROUS – Pilot, The CW/CBS Television
Post Production Assistant	EDGE OF SEVENTEEN – Pilot, YouTube Originals/STX
Post Production Assistant	HIT THE FLOOR – Series Season 4, BET Networks/Capital Arts
Post Production Assistant	PROJECT RUNWAY – Series Season 16, Bunim-Murray/Lifetime
Producer/ 1 st AD	MFKZT – Web Series, Ether Jung Productions
Producer	THE SEAMSTRESS – Short, Dir. Federico Spiazzi * Florida Film Festival, Santa Fe Independent FF
Co-Producer	MANILA IS FULL OF MEN NAMED BOY – Short, Dir. A. Stephen Lee *La Biennale De Venezia, SXSW, Palm Springs Int'l - Best US Short
Associate Producer/UPM	DIOS NUNCA MUERE – Short, Dir. Barbara Cigarroa *New York Film Festival, AFI Fest, Palm Springs Shortfest
Associate Producer	PRIA – Short, Dir. Yudho Aditya *DGA Diversity Award, NBR Grant, Frameline, Outfest, LAFF
1 st Assistant Director	MOMMY SHAMING – Pilot Proof of Concept, Dir. Sarah E. Fahey
2 nd Assistant Director	LADY JUSTICE – Pilot Proof of Concept, Dir. Saray D. Guidetti

Skills & Abilities

- Proficiency in Microsoft Office Suite, EP Movie Magic Scheduling, EP Scenechronize, EP SmartStart, Doczilla, Adobe Photoshop, Adobe Premiere, Adobe After Effects, and Avid Media Composer.
- Ability to break down scripts and create schedules and budgets using EP Movie Magic Software.
- Experience creating and completing detailed production paperwork, including call sheets, production reports, SAG Exhibit G's, expense reports, and cast/crew lists using Microsoft Excel.
- Office management including production office set up and maintenance, processing POs/Invoices, union timecards, deliverables, hard drive tracking, editorial cut distributions, clearance/product tracking.

Education

Columbia University in the City of New York – **Master of Fine Arts**, *Creative Producing in Film/TV*
University of California, Irvine – **Bachelor of Arts**, *Film and Media Studies*