

Rachael Fondren

Unit Production Manager | (928) 715-8772 | fondrenrl@gmail.com | [linkedin.com/in/RLFondren](https://www.linkedin.com/in/RLFondren)

Professional Summary:

I began my career in children's programming at Moonbug Entertainment. As one of four people on the live-action team, I was instrumental in building the department into a fully functional mini studio. I performed various production roles, including running sets for multiple IP's, the focus being "Blippi", as well as managing department wide data and archives. Over the past four years, I have supported over 200 episodes on four different shows across YouTube, both in the US and overseas, including England, Italy, France and the Middle East in Abu Dhabi.

Work Experience:

- **Associate Producer:**
 - Blippi/Meekah: 2024- present
 - Created budgets using Movie Magic.
 - Prioritized on-set support and swift problem solving.
 - Functioned as an interdepartmental coordinator, ensuring all teams are up to speed.
 - Obtained working knowledge of legal agreements.
- **Unit Production Manager:**
 - Blippi/Meekah 2022- 2023
 - Facilitated talent and crew travel arrangements throughout the US, parts of Europe, and Abu Dhabi.
 - Coordinated locations, acquired carnets, and obtained film permits.
 - Created budgets, schedules, spreadsheets, and wrap books; love a "To Do" list.
 - Functioned as a talent handler for fan Meet and Greets across the US.
 - Worked alongside other children's brands like "Sesame Street" and "Ms. Rachel".
- **Production Coordinator:**
 - Blippi/Meekah: 2021- 2022
 - ASL Dubs (MyGo!): 2021- 2022
 - Prioritized both administration and on-set duties including, keeping track of data and archives.
 - Supervised the set alongside the producer, and delegated the PA's daily tasks.
 - Handled invoices and purchase orders.
 - Coordinated travel shoots to places throughout the US including Hawaii and worked alongside Olympic Gold Medalist, Shawn Johnson.
- **Production Assistant:**
 - Blippi/Meekah: 2020- 2021
 - T-Rex Ranch: 2020- 2021
 - ASL Dubs (MyGo!): 2020-2021
 - Supported minor talent, guardians, and teachers, ensuring on-set needs are met.
 - Organized on set, while anticipating needs from talent and crew.
 - Completed administrative work both in office and on location.
 - Administered specialized IP tasks, including teleprompter, writing out lyrics for MyGo!, and supplies purchasing.

Additional Experience:

- **Wounded-** Script Supervisor (Dir. Daniel Pico)- March 2019
- **Lament 3-** Script Supervisor (Dir. Keegan Luther)- Fall 2018
- **Another Day In Paradise-** Makeup Assistant (Dir. Jeff Patterson)- August 2015
- **Postmarked-** Makeup Assistant (Dir. Gene Ganssle)- August 2015

Education: Bachelor of Arts, Filmmaking | Arizona State University | 2018