

Stephanie Roman

Charlotte, NC | stephanie@solrayfilm.com | 980-255-6004

EDUCATION

University of North Carolina Wilmington, Wilmington, NC

Bachelor of Arts in Communication and Film Studies

EXPERIENCE

First Assistant Director - March - April 2024

Bacardi x Frankie Zombie, *Dreamville 2024* Social Media Campaign, Charlotte, NC

- Collaborated closely with Frankie Zombie, Guest Star artist, Lute, and production team from pre production to post production.
- Developed detailed shooting schedules and call sheets, coordinating logistics to maximize efficiency during filming
- Managed 70 cast and crew members, delegating tasks, obtaining consent forms, and providing support
- Facilitated communication between departments, fostering a collaborative and productive working environment
- Implemented safety protocols and procedures to ensure the well-being of the cast and crew on set
- Problem-solved and made quick decisions to address any issues that arose during filming, maintaining project momentum and meeting deadlines

Director, Producer - July 2023 - March 2024

Solray Films LLC, *One Summer in CLT* Musical Short (based on the song *Summer in CLT* by Nigel Hood), Charlotte, NC

- Directed and oversaw 30 cast & crew members.
- Conducted casting sessions and worked closely with SAG actor(s), and Nigel Hood to achieve desired performances.
- Oversaw all aspects of the filmmaking process, from pre-production to post-production, ensuring adherence to creative vision and project timelines.
- Collaborated closely with producers, cinematographers, and other crew members to develop and execute the visual style and narrative of each project.
- Managed on-set logistics, including scheduling, budgeting, and resolving any production challenges.
- Led editing sessions to refine the final cut of the film, maintaining artistic integrity while meeting distribution requirements.
- Demonstrated strong leadership and communication skills, fostering a collaborative and productive working environment.
- Spearheading the distribution process for the short film, ensuring successful placement in festivals, online platforms, and other distribution channels.

Second Assistant Director, Script Supervisor - November 2022 - December 2022

Mountain by the Sea Productions, *Two Shovels and a Will* (Recognized at Atlanta Film Festival & BAFF-New York Film Festival, awarded Best Short Film at Mammoth Film Festival, California) - Wilkesboro, NC

- Ensured that the set had essential crew, cast, director, props and production paperwork/reports. Worked closely with SAG actors, Nicholas Cirillo, and Matthew Montemaro
- Reported updates to First Assistant Director (AD), Director, Producers, and Executive Producers
- Managed time the various vanity departments to estimate actors' process time and relayed that information to the set
- Identified all the script elements needed to prepare, schedule and budget a film production
- Provide line readings for talent
- Carefully note and monitor shots to avoid inconsistencies

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Line Producer's Assistant - June 2022 - July 2022

Lionsgate Starz, *Hightown Season Three*

- Assistant to Line Producer, Sharon Lopez
- Organized production activities and meetings for episodes 305, 306, and 307
- Responsible for scheduling producer's meetings and maintaining the project calendar
- Assisted with the management of the line producer's budget documents
- Kept track of incident report trackers, talents' and directors' travel and day-out-of-day
- Responsible for distributing updated scripts, day-out-of-days, one-liners, and shooting schedule
- Assisted the AD department with travel memos and prep schedule
- Responsible for prep schedule and memo distribution to all cast and crew
- Purchased supplies and reconciled receipts
- Maintained communication between Line Producer, Assistant Directors, Finance Department, and Unit Production Manager

Second AD /Basecamp- July 2022 - August 2022

Hulu, *Appendage* Movie LLC (SXSW Film Festival)

- Ensured that set had essential equipment, crew, cast, director, and reports
- Responsible for keeping track of the main actors on basecamp
- Reported updates to First Assistant Director (AD) and Second AD
- Checked with the various vanity departments to estimate actors' process time
- Ensured talent got through the works in a timely fashion before inviting cast to set
- Documented First Team arrival, first shot, last man, first shot after lunch, and official wrap time
- Assisted Second AD with production reports, and properly filed paperwork

Administrator/Outreach Marketing Coordinator - August 2018 - November 2022

MedNorth Health Center- Wilmington, NC

- Promoted to Administrator/ Outreach Marketing Coordinator for superior performance
- Develop, and communicate outreach plans to meet the organization's health awareness goals
- Recruit, train, and schedule interns and volunteers
- Responsible for creating and maintaining events schedule
- Write and edit policy documents, and social media content
- Schedule daily and weekly meetings with local organizations and office department heads
- Drive and facilitate ideas in marketing sessions to define objectives and shape new company websites, brochure design, and social media content.

Skills

- Editing in Adobe Premiere Pro, Movie Magic Scheduling Software, In Design, Photoshop, Avid Media Composer, Microsoft Office Suite, Bilingual (English and Spanish)