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SOFTWARE

ILLUSTRATOR SKETCHUP
PHOTOSHOP AUTOCAD
INDESIGN FLEXI-PRO

SKILLS

SET DESIGN
GRAPHIC DESIGN
PROP DESIGN
MODEL MAKING
SCENIC PAINTING
CRITICAL THINKING
MANAGEMENT

ORGANIZATIONS

IATSE LOCAL 491

STUDIO MECHANICS OF
CAROLINAS & SAVANNAH, GA

SWIFT

SAVANNAH WOMEN IN
FILM & TELEVISION

KAPPA PI

INTERNATIONAL ART HONOR FRATERNITY
RADFORD UNIVERSITY CHAPTER

AIGA

AMERICAN INSTITUTE OF GRAPHIC ARTS
RADFORD UNIVERSITY CHAPTER

Madison Suter

EVENT PLANNER / DECORATOR

EDUCATION

2021 **SAVANNAH COLLEGE OF ART AND DESIGN**
M.F.A. PRODUCTION DESIGN

2015 **RADFORD UNIVERSITY**
B.F.A. GRAPHIC DESIGN

EXPERIENCE

AUG 2024 –
PRESENT

EVENT PLANNER / DECORATOR

THE COUNTRY CLUB OF CHARLESTON

- MANAGE SETUP AND TEAR DOWN SCHEDULE FOR GALA EVENT
- PURCHASE & RENT DECOR FOR 1920s THEME GALA
- TRACK BUDGET
- MAINTAIN COMMUNICATION WITH MAIN OFFICE, CHEF, AND EVENT BOARD

APRIL 2024 –
FEB. 2025

SET DEC COORDINATOR / SET DEC BUYER

THE RIGHTEOUS GEMSTONES: SEASON 4

HBO/MIXED BAG PRODUCTIONS

- MANAGE SCHEDULE FOR DEPARTMENT BASED ON FILMING SCHEDULE
- TRACK EPISODIC BUDGETS FOR SET DECORATION DEPARTMENT
 - ENTER PURCHASES AND RENTALS
- MANAGE VENDOR ACCOUNTS
- SUBMIT CHECK REQUESTS AND PURCHASE ORDERS TO ACCOUNTING
- CREATE SIGNAGE FOR SETS
- WEEKLY CREDIT CARD RECONCILIATION FOR DEPARTMENT
- SCAN, COPY, AND PRINT NECESSARY FORMS FOR APPROVAL
- ORGANIZE DEPARTMENT DRIVE FOR QUICK REFERENCING
- MANAGE PRODUCTION ASSISTANT TASKS AND SCHEDULE
- TRACK LABOR AND SUBMIT WEEKLY TIMECARDS FOR DEPT CREW
- CREATE FLORAL ARRANGEMENTS FOR SETS
- PHOTOSHOP FAMILY PORTRAITS FOR SET
- GENERATE GRAPHICS AS NEEDED FOR BACKGROUND ON SET

SEPT 2023 –
DEC 2023

CONSTRUCTION BUYER

VAMPIRES OF THE VELVET LOUNGE

GREEN FAIRY LLC

JUNE 2023 –
AUG 2023

SET DEC COORDINATOR

BRIDE HARD

BRIDE HARD FILMS / BALCONY 9

JAN. 2023 –
JUNE 2023

ART DEPT / SET DEC COORDINATOR

CLEAN SLATE: SEASON 1

SONY PICTURES / MESQUITE PRODUCTIONS

APR. 2022 –
JAN. 2023

SET DEC COORDINATOR

THE RIGHTEOUS GEMSTONES: SEASON 3

HBO/MIXED BAG PRODUCTIONS

REFERENCES

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