

Lauryn Adolph

Post Production Assistant

CONTACT

 (250) 572-1721

 ladolph99@gmail.com

 Vancouver, B.C.

FILM EXPERIENCE

Ivy + Bean

Post Production Assistant | Just Two Girls Films Inc. | Post Supervisor: Kerry McDowall | October 2021 - August 2022

EDUCATION

- Capilano University
Indigenous Digital
Filmmaking Diploma
2018 - 2020

SKILLS & CERTIFICATIONS

- First Aid
- ActSafe 101
- Motion Picture Orientation
- Traffic Control Permit
- Google Suite
- Microsoft Office Suite

ADDITIONAL EXPERIENCE

Office Assistant

Xaxli'p First Nation | Lillooet, B.C. | May 2019 – August 2019

- Catalogued, organized, and digitized files
- Responded to incoming correspondence; mail, e-mail, and voice-mail
- Interacted with and directed the general public entering the office
- Prepared documents and set-up the conference room for office meetings

File Clerk

T'kemplups Te Secwepemc | Kamloops, B.C. | May 2018 – August 2018

- Organized and digitized administrative documents.
- Retrieved information for building permits.

Library Cataloguer

Sk'elep School of Excellence | Kamloops, B.C. | May 2017 - August 2017

- Entered new additions to the library into a digital catalogue.
- Organized and updated existing catalogue items.