

# SUZANNE LEHFELDT KIRKLAND

Member IATSE Local 871

Please call 871 for Availability and Contact Information

## EXPERIENCE

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- April 2009 – November 2009      **ZOOKEEPER (Feature Film) – MGM**      **Boston, MA**  
*Assistant Production Coordinator*  
Prd: Barry Bernardi, Charles Newirth, Prod. Supervisor: Deb Schwab, POC: Jenny Sandell
- February 2008 – November 2008      **TRANSFORMERS: REVENGE OF THE FALLEN (Feature Film) – DreamWorks**      **California, New Mexico, Arizona**  
*Assistant Production Coordinator*  
Prd: Lorenzo di Bonaventura, Ian Bryce, UPM: Allegra Clegg, Supervisor: Daren Hicks,
- February 2007 – November 2007      **HANCOCK (Feature Film) – Columbia Pictures**      **Los Angeles, CA**  
*Assistant Production Coordinator*  
Prd: Ian Bryce, UPM: Allegra Clegg, Supervisor: Daren Hicks, POC: Orlando Gonzales
- June 2006 – December 2006      **A PLUMM SUMMER (Feature Film) – Independent**      **Bozeman, MT & Los Angeles, CA**  
*Production Coordinator & Post Production Coordinator*  
Dir: Caroline Zelder, Prd: Frank Antonelli, UPM: Steve Beswick
- February 2006 – June 2006      **THE SPIDERWICK CHRONICLES (Feature Film) – Paramount Pictures**      **Los Angeles, CA**  
*Assistant Production Coordinator - Pre-Production*  
Dir: Mark Waters, Prd: Larry Franco
- March 2004 – December 2005      **AEON FLUX (Feature Film) – Paramount Pictures**      **Berlin, Germany & Los Angeles, CA**  
*Assistant to Karyn Kusama, director and Martha Griffin, Producer*  
Dir: Karyn Kusama, Prds: Gale Anne Hurd, Gregory Goodman, Martha Griffin
- July 2003 – December 2003      **The Bryce Company**      **Los Angeles, CA**  
*Assistant to Ian Bryce & Heidi Fugeman*  
*RICHARD PETTY PROJECT (Feature Film) – Disney* Pre-Production  
*AEON FLUX (Feature Film) – Paramount Pictures* Pre-Production
- May 2003 – July 2003      **I ♥ HUCKABEE'S (Feature Film) – Fox Searchlight**      **Los Angeles, CA**  
*Production Secretary – Los Angeles*  
Dir: David O. Russell, Prd: Gregory Goodman
- December 2002 – May 2003      **The Koch Company**      **Los Angeles, CA**  
*Assistant to Hawk Koch, Producer; VP of Producers Guild; Various Charity Boards*
- August 2002 – December 2002      **HIDALGO (Feature Film) – Disney**      **Los Angeles, CA**  
*Production Secretary – Los Angeles, Montana & South Dakota*  
Dir: Joe Johnston, Prds: Casey Silver, Don Zepfel, UPM: Christopher Bromley
- August 2000 – August 2002      **The Gersh Agency**      **Beverly Hills, CA**  
*Assistant to Barbara L. Halperin, Department Head, Below the Line*

## EDUCATION

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- Summer 2000      **Academy of Television Arts And Sciences Internship**      **Beverly Hills, CA**
- August 1996 – December 2000      **Montana State University**      **Bozeman, MT**  
➤ Degree in English Literature

## OTHER SKILLS

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- Proficient in: Mac & PC, Excel, PowerPoint, Outlook, MSWord, Final Draft, Calendar Creator, Movie Magic Budgeting & Scheduling, Axiom Budgeting & Scheduling, Acrobat, Adobe Photoshop. Excellent communication, organization, scheduling and writing skills.