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# ZOE TAYLOR

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+1 (817) 988-8375

ZOETAYLORFILM.COM

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## SKILLS

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Scheduling/organization/management

Transcription

On-set sound

Design rendering in watercolor, marker,  
pen, digital

Seamstress

Driver's license

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## VOLUNTEER WORK

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**Media Support** to the Board of  
Directors of the Wilford Woodruff  
Papers Foundation.  
2020 - Present

**Film production workshop  
instructor** at the Lone Buffalo School in  
Xiang Kuang, Laos.  
2018

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## EXPERIENCE

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### WAREHOUSE | ROBERT JENSEN

SEPTEMBER 2021 – JANUARY 2022

Managed and maintained inventory.

Organized incoming inventory.

Packaged and mailed orders.

### PRODUCER/1<sup>ST</sup> AD | SHORT FILMS

SEPTEMBER 2020 – PRESENT

Scheduling, organization, problem-solving, logistical support to directors.

Casting director and location manager.

### PRODUCTION DESIGN | INDEPENDENT PROJECTS

AUGUST 2018 - PRESENT

Coordinated large teams of designers, developed innovative ways to create director's vision.

Mentored new and unsure designers.

Taught intro level design workshops to new film students.

### COSTUME DESIGN | INDEPENDENT PROJECTS

JANUARY 2017 - PRESENT

Created contemporary and period pieces with limited or no budget.

Managed and mentored teams of assistants.

### STUDENT LIBRARIAN | BYU HOWARD W HUNTER LAW LIBRARY

AUGUST 2016 – DECEMBER 2019

Assisted law students and local attorneys with research and library resources.

Contributed to corpus linguistics projects.

Handled confidential personal information.

Data entry.

### PRODUCTION INTERN | THE LATE SHOW WITH STEPHEN COLBERT

JANUARY 2019 – MAY 2019

Created digital promos for social media platforms.

Greeted interview guests and assisted in their visit.

Managed reception desk and handled phone calls, deliveries, visitors

Transcribed phone and in-show interviews.

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## EDUCATION

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### MA FILMMAKING, PRODUCING FOCUS | 2021

KINGSTON UNIVERSITY, LONDON

Practical dissertation producing short films.

Classes focusing on screenwriting, sound, and cinematography, all with practical elements.

Course representative for student-faculty liaising.

### BA COSTUME & PRODUCTION DESIGN | 2020

BRIGHTON UNIVERSITY, UTAH

Created unique degree path relevant to career goals through faculty collaboration.

Attended Fashion/Design seminar in Montreal and NYC (Spring 2018), Art study abroad in Italy (Spring 2017), London Theatre study abroad (Spring 2016).