

MICHI QUE DOAN

EXPERIENCE (MOST RECENT)

Film & TV Assistant Director, 01/2017 - Current
Various Production Companies - Los Angeles, CA

- Manage, facilitate, and execute the creative vision, communication, time, and safety of the shooting company during the pre-production and principal photography dates of motion picture and commercial productions.
- Liaise with the principal and background cast through hair, makeup, costumes, and sound departments.
- Break down the shooting script, shot lists, and storyboards to prepare and submit shooting schedule documents for the principal photography of motion picture and commercial productions.
- Prepare one-liner shooting schedule, hour-by-hour shot list schedule, call sheets, production reports, SAG-AFTRA Exhibit G time sheets, background cast price breakdown sheets, department daily time sheets, and background voucher documents to submit to the production office.

Film & TV Assistant Production Office Coordinator, 01/2018 - 12/2022
Various Production Companies - Los Angeles, CA

- Created files, binders and other production office organization for pre-production and principal photography of motion pictures and commercial productions.
- Maintained electronic and physical files, and general production office organization.
- Maintained production calendar, schedule meetings and make travel and lodging arrangements
- Prepared and managed receipt reconciliations for the line producer's expense reports.
- Provided back-up to the line producer, unit production manager, and the production coordinator, as well as assist with other departmental administrative support responsibilities.
- Communicated with vendors regarding production rental and purchase specifications, pricing, availability, lead times.
- Directed and facilitated communication between departments and among a team of production assistants to streamline operations of the production office and shooting company.

CERTIFICATIONS

Non-union. Placed on **Directors Guild of America**, Third Area Qualification List, 1st Assistant Director.

EDUCATION

Bachelor of Arts, Film & Electronic Arts, 05/2015
California State University, Long Beach - Long Beach, CA

CUSTOMER SERVICE EXPERIENCES

- **Attractions Hostess**, Ollivander’s Wand Experience, Universal Studios Hollywood, Studio City, CA (2025-2026)
- **Site Representative**, Silver Screen Locations, Los Angeles, CA (2019-2023)
- **Delivery Person**, Postmates Fleet, Los Angeles/Orange County, CA (2019)
- **Cashier**, Mitsuwa Marketplace, San Gabriel, CA (2017-2018)
- **Attractions Hostess**, Disneyland Resort, Anaheim, CA (2015-2016)
- **Retail Associate**, UNIQLO, Costa Mesa, CA (2014-2015)



CONTACT

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WEBSITES, PORTFOLIOS, PROFILES

- www.michiquedoan.info
- www.imdb.com/name/nm7451123
- www.instagram.com/michiquedoan

SKILLS

- Production scheduling
- Script breakdown
- File Management
- Team leadership and operations
- Communication facilitation
- Logistics coordination
- Conflict resolution
- Problem solving
- Meeting organization
- Time management
- Health and safety

LANGUAGES

English:Full Professional

Vietnamese:Professional

Spanish:Limited

Chinese (Mandarin):Elementary

French:Elementary

REFERENCES

References available upon request.