

Olivia Hawley

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Wrightsville Beach, NC 28480

Objective

Bring your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills obtained in the following areas.

Experience

Set Production Assistant,

TV Show "Reprisal" A&E Studios, HULU- Wilmington, NC (July 2019-Present)
TV Show "OBX" Netflix- Charleston, SC (May 2019-June 2019)
TV Show "Swamp Thing" Warner Brothers, DC Comics- Wilmington, NC (January 2019-May 2019)

- First Team on set PA in charge of running all cast ensuring they are on time and seen by appropriate departments before entering set
- Responsible for all walkie-talkie distribution. Inventory throughout shooting, collecting at wrap
- Communication with department heads, relaying all information to 2nd Assistant Director for Call Sheet notes
- Distribute daily paperwork and contracts to all crew members

Producers Assistant, Feature Film "Words On Bathroom Walls" (April 2018-July 2018)

LD Entertainment- Wilmington, NC

- Coordinate meetings and appointments with Department Heads
- Research equipment budgets and negotiate costs with vendors
- Organize and deliver all impending approvals to Line Producer
- Read and analyze new potential scripts
- Assist with securing clearances for all copyright materials

Lead Cast Assistant: Michelle Dockery, TV Show "Good Behavior" (April 2017-March 2018)

TNT- Wilmington, NC

- Execute daily tasks such as organize schedule, collate script, bills, grocery shop and dog walking
- Liaison with manager, publicist and agent
- Make travel accommodations, hotel and food arrangements

Lighting and Electric Fleet Manager (May 2015-April 2017)

The Lighthouse Film Company- Wilmington, NC

- Management and inventory of all lighting and grip/electric equipment and vehicles
- Build and assemble all lighting rental packages, insure proper return
- Equipment repair technician
- Organize all rental contracts upon equipment pick up and drop off
- Recommend and negotiate proper equipment to clients for specific project

Co-founder/Logistics Director, Visions Film Festival and Conference (January 2010-May 2011)

The University of North Carolina at Wilmington- Wilmington, NC

- One of only 8 seniors chosen by the Film Studies department faculty to create the Visions Film Festival
- In charge of logistics and hospitality throughout planning process
- Secure flight arrangements, hotel accommodations and ground transportation for 30 invited filmmakers

Skills

- Diligent and dedicated, incredibly knowledgeable of production standards and equipment
- Fast thinker, relied upon to quickly solve production problems thus avoiding downtime and delays
- Experienced in negotiating rental and sales prices in order to stay within a budget
- Communicating efficiently and working with staff to promote a positive team oriented environment
- Keeping calm under pressure in fast paced work environments

References

Brad Walker, Owner
The Lighthouse Film Company
(910)798-8811

Education

The University of North Carolina at Wilmington
Bachelor of Arts Degree in Film Studies and Production

(2011)