

OLIVIA G. GIACHINO

1409 South Moorings Drive • Wilmington, NC • 630-803-0248 • o.giachino@gmail.com

– EDUCATION –

TEXAS CHRISTIAN UNIVERSITY

Fort Worth, TX

Bachelor of Science Degree, May 2008

Major: Radio/Television/Film, Emphasis: Production ; Minor: General Business

Major GPA: 3.75 , Overall GPA: 3.586

– FILM EXPERIENCE –

SCOTCHWORTHY PRODUCTIONS, INC “THE STORM” - Co-Producer - Chicago, IL – Sept 2011-Present

- Co-Producer of the independent feature film, “The Storm”- currently in pre-production phase

ABC STUDIOS PILOT “TAKE THE MONEY AND RUN” - Production Assistant - Chicago, IL - July 2010

- Supervisor for production company move: including new production office set up, and new hotel accommodations for cast and crew
- Logistics supervisor for cast and crew luggage and production office items
- Organized and recorded inventory for cast and crew luggage upon hotel check out
- Delivered and tracked luggage to next hotel location

SONY PICTURES “THE BEAST” - Locations Production Assistant - Chicago, IL - July-Aug 2008

- Leafleted to upcoming locations to communicate episode production in area
- Prepared the set before actors, crew, and camera arrived to location
- Relay communicator between the set and production office
- Posted Tow Away Zone signs at set locations and removed signs at end of production day
- Communicated and accommodated location building owners, homeowners
- Organized security into desired regions to provide pedestrian control
- Managed city police for traffic control
- Controlled and secured perimeters, provided cleaning supplies, and other accommodating details for the cast and crew

TCU RADIO/TV/FILM DEPT SITCOM “FORK IN THE ROAD” - Head Editor - Fort Worth, TX - Apr 2008

- Head editor for the 23 minute sitcom using Avid Media Composer
- Sitcom was the semester project for the Radio/TV/Film department
- Edited, digitized, and organized media into proper bins within the Avid system; color correction.

UNIVERSAL PICTURES “WANTED” - Editorial Production Assistant - Chicago, IL - Aug 2007

- Assisted editors David Brenner, Samuel Craven, and Tom Elkins with editorial duties including updating the work books with the script supervisor’s notes from the previous shooting day, and retrieving the Digibeta, Audio disc, DVcam, and dailies DVDs from the telecine laboratory
- Assisted Post Production Coordinator with office duties including purchasing office supplies, preparing the dailies logs, and organizing the paperwork including the camera roll prints, sound rolls, and call sheets
- Organized, packaged, and recorded inventory for the editing equipment sent to Moscow to the new Post Production facility
- Messenger to set to deliver dailies and additional requested clips to the director, director of photography, producers, and visual effects supervisor
- Packaged and shipped the daily screening logs and dailies DVD’s to the Senior Vice President of Feature

- A frequent driver to Universal's SVP of Feature Post Production, the Post Production Coordinator, Head Editor, Visual Effects Supervisor, and Sound Editor. Everyday locations included the film set and hotel accommodations

CENTER STAGE TV - Intern - Dallas, TX - June-Jul 2007

- Edited Forrent.com property videos using AVID Xpress Pro
- Performed voiceovers for Forrent.com property videos
- Edited audio voiceover clips to be used in Forrent.com property videos using Adobe Audition 3.0

BRITISH FILM INSTITUTE - Intern - London, UK - Jan-Mar 2007

- First American intern for the institute
- Updated the local education contact list
- Performed phone calls and wrote e mails to schools regarding upcoming events
- Edited educational videos for learning purposes
- Analyzed archival footage from the BFI vault for the BFI March program

AMVF PRODUCTIONS - Intern - Wilmington, NC - June-Aug 2006

- Assistant Editor for the feature film, "Integro"

UNIVERSAL PICTURES "THE BREAK UP" - Editorial Production Assistant - Chicago, IL - June-Aug 2005

- Assistant to editors David Rosenbloom, Greg Plotkin, and Richmond Riedel
- Organized the Camera Rolls, Sound Rolls, and Call sheets on a daily bases
- Lead the dailies screenings shown for the director, producers, and actors on a regular basis.
- Recorded and organized the dailies logs
- Shipped Digibeta, DVcam, and screening logs to Universal Studios on a daily basis
- Updated editor's script work binders with the script supervisor notes from the previous shooting day
- Packaged and shipped the editors equipment to the Los Angeles Post Production facility

– OTHER EXPERIENCE –

CABOOSES BAR & GRILL - Manager - Geneva, IL - Oct 2009-Present

- Responsible for all Marketing Mediums including Social Media, Digital Media, Community Events, and News outlets.
- Graphic Designer - Poster, flyers, menus, website, and all other necessary marketing mediums.
- Social Media Manager- Facebook, Twitter
- Human Resource Liaison - facilitator to all employee/employer inquiries
- Day to Day operations including controlling the cash flow to and from Cabooses Bar & Grill. Prepare cash register and all other necessary on-site items necessary for daily operations.
- Entertainment & Events Coordinator - Book and secure all live entertainment (bands, singers, parties)
- Community Liaison - Chamber of Commerce Representative, Business to Business relationships, Marketing expos, Networking events, etc.

KERNEL FABYAN'S GOURMET POPCORN - Marketing Communications Manager - St. Charles, IL - Oct 2009 – Feb 2011

- Key Marketing and Creative Director for multi channel business: marketing platform integration at Corner Gourmet Shop, Retail Sales, and Online Website Sales.
- Project Manager and Designer for new product introduced in 2010: Gourmet Gift Box. Gained #1 online sales revenue in 2010.
- Project Manager: Compiled and organized content, and creative designer for company investor portfolio.
- Constructed 2011 Promotional and Event Marketing Calendar

- **Coordinated and Developed a direct partnership with TCU and alumni for the 2011 Official Frog Bash Rose Bowl Event. Key contributor to event raffle prizes and packages.**
- **Project Manager and Designer of company selling tools, flyers, signs, posters, displays and other marketing tangibles for promotional use.**
- Key Marketing Manager in 2010 Chicago Cubs Partnership:
 - Partnership included game day sampling events, official Kernel Fabyan's Fan Appreciation Day, on-site photography and PR, **on-site sampling to achieve sales growth and company awareness**, designer of game day "Kernel Crew" sampling uniform, **Project Manager for sales and merchandising products**, legally secured necessary licensing requirements, **key liaison in Social Media integration**, generated e-news updates to current customer base.
- Notable Accomplishments: Corner Gourmet Shop
 - Designed and constructed content for Corner Gourmet Shop Survey
 - **Implemented and analyzed monthly customer surveys**
 - PR and Photographer at Corner Gourmet Shop city-community events
 - Project Manager for Corner Gourmet Shop employee training video
 - Organized and scheduled marketing teams to sample and coupon at Corner Gourmet Shop community events including St. Patrick's Day, Winter holidays, and city festivals
 - **Designed and served as Art Project Manager for new Cornerstore popcorn bags**
- Notable Accomplishments: Retail Sales
 - **Project Manager and Designer of sample bags; used at 2010 Chicago Cubs Sampling Events**
 - **Designed, created, and presented Retail Bag art renderings to the company board of directors; chosen design is currently used in retail outlets.**
 - **Project Manager for marketing items to use as display in retail stores:** displays, racks, signs, coupons
 - Co-Creator of retail flavor names and descriptions
- Notable Accomplishments: Online Sales
 - Revitalized former website, to an updated fresh new design and theme
 - **Social Media Director** for Facebook Fan Page, Twitter, and Yelp
 - **Supervised day-to-day website maintenance, aesthetic upgrades, promotional roll-outs, and updated content.**
 - **E mail Marketing Director:** Created and implemented E mail promotions sent to customer base, on a per weekly basis.
 - **Constructed monthly online analysis reports: website analytics, email analytics, social media analytics**

ONESTI ENTERTAINMENT CORPORATION - Community Marketing Coordinator - St. Charles, IL - Jan 2009-Sept 2009

- Increased awareness of Onesti Dinner Club and the Arcada Theatre in the Fox Valley
- **Presented special business offers and packages to clubs and organizations in Illinois**
- Foster existing relationships
- **Coordinated special tie-in events** with the Arcada Theatre and Onesti Dinner Club (both owned by Onesti Entertainment Corporation)
- **Social Media Coordinator:**
 - Updated online community calendars
 - Facebook, Myspace, Yelp, Twitter, etc.

HOLIDAY INN SUNSPREE RESORT - Guest Activities and Kidsprees Counselor - Wrightsville Beach, NC - May-Aug 2006

- Worked Guest Activities desk and provided information regarding local attractions, dining, and entertainment for resort guests
- Worked as a Kidsprees Day Care Counselor for hotel guests ages 4-12
- Coordinated and conducted Kidsprees activities such as ice cream social hour, gathered lunch and dinner orders, distributed meals, recreational activities, seashell hunting on beach, and poolside movie night

- SKILLS -

AVID Xpress

Final Cut Express

Adobe Audition, 3.0

Adobe CS4

Social Media Platforms:

Facebook, Twitter, MySpace, Blogger, WordPress, LinkedIn, Flickr,
YouTube, Digg, StumbleUpon, Technorati, reddit, Help a Reporter Out
(HARO), Twellow, Wikipedia

Google Tools (Apps, Analytics, etc.)

MS Office: Word, Excel, PowerPoint, Outlook

- OTHER NOTABLE PROJECTS -

Lonestar International Film Festival, Volunteer November 8-11 2007

“Letters from War” Short Film, Editor, October 2007

TCU film “The Internship”, Director of Photography, September 2006

TCU film “The Perfect Match”, Director of Photography, March 2005

Hickory Farms, Locations Scout Assistant, July 2004

TCU Class Film Project “Nipple Jesus”, Director and Editor, November 2004

- CAMPUS AND COMMUNITY INVOLVEMENT -

Fox Valley Troop Support Volunteer, Community Photojournalist, Student Filmmakers Association, KTCU Disc Jockey,
Fort Worth Boo at the Zoo, Operation Christmas Child

- HONORS -

TCU Cum Laude Graduate

Deans List 2004-2008

Daughters of the American Revolution Scholarship Recipient

Grand Prize Winner of the 2010 West Virginia Black Walnut Festival Photography Show

Featured in 2011 Batavia “Art In Your Eye”, Category: Photography – Batavia, IL

Featured in 2011 Geneva History Center Photography Exhibition – Geneva, IL