

Phil Hawkins

(512) 906-4573

philfromspace.com

EDUCATION

Vanderbilt University — Nashville, TN

Bachelor of Arts — Cinema and Media Arts (graduated 2020)

Bachelor of Science — Computer Science (graduated 2017)

PROFESSIONAL EXPERIENCE

Untitled Entertainment

Administrative Assistant — Atlanta, GA (2020–present)

- Write full coverage for prospective screenplays complete with logline, character breakdowns, summary/analysis, and commercial evaluation.
- Compile portfolios for represented talent by researching body of work on media aggregators including IMDbPro.
- Create sample reels showcasing represented talent by recording and editing selections from completed works.
- Conduct casting research of latest available roles and send casting submissions on behalf of talent using Breakdown Express.
- Manage licensed content involving represented talent for casting or hiring purposes using the Wide Orbit Program.
- Stay up to date on latest industry news in trade publications including Deadline, Hollywood Reporter, and Variety.

Action Show Studios

Producer — Atlanta, GA (2019–present)

- Direct budgeting and staffing throughout projects on behalf of clients to narrowly tailor production to their needs and expectations.
- Assist clients with concept generation, conduct research on topics, and write material for production.
- Lead casting efforts, posting role breakdowns on online forums; liaison talent before and during production.
- Perform full post-production (editing, sound mixing, special effects, etc.) using Ross Video and the Adobe Creative Cloud suite of applications.
- Generate marketing material such as trailers and social media content to create a business profile for the client.
- Deliver completed products to distributors using FilmFreeway.

Production Assistant — Atlanta, GA (2017–present)

- Manage productions with over thirty crew members for cinematic projects, event recordings, and commercials.
- Collaborate directly with directorial staff to manage talent time and ensure efficient use of time on set.
- Generate and distribute necessary correspondence between productions and crew such as schedules, call sheets, releases, etc.
- Assist with on-set production decisions regarding hardware and equipment for lighting and sound.
- Grip operate hardware for sound, light, and camera.

The Slant TV

Associate Producer — Nashville, TN (2013–2016)

- Oversaw weekly production and post-production, scheduled regular meeting and shooting times for weekly news program.
- Directed on-screen talent, led writer's room sessions, and contributed original pieces.
- Completed post-production using Final Cut Pro, responsible for delivering final cut to network.

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PRODUCTION EXPERIENCE

- *Legit Life Radio* (2020) - director of photography, post-production
- *West Space* (2020) - director
- *Ghosted* (2019-2020) - director, post-production
 - **Official Selection:** Colorado International SciFi & Fantasy Film Festival; A Night of Misfit Films Festival; Spotlight Film Awards - Silver Award Winner
- *The Campaign* (2019-2020) - production assistant, grip
- *Blacked In: the web series* (2016) - director of photography, writer
- *Hold Up* (2016) - director, post-production
- *The Reminders* (2015) - producer
- *Negotiator* (2014) - director, post-production
- *The Slant TV* (2013-2016) - line director, post-production

SPECIAL SKILLS + INVOLVEMENT

- **Film Editing**
 - *Adobe Premiere Pro, Adobe After Effects*
- **Highwire Comedy**
 - *Megavolt Improv House Team Member (2018-2019)*
- **Tongue 'N' Cheek Improv Comedy**
 - *Producer (2015-2017)*
- **Technology Education and Literacy in Schools (TEALS)**
 - *Volunteer (2018)*