

Cullen Dixon

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PROFESSIONAL SUMMARY

Experienced production assistant with over 1 year of experience in film and TV production. Excellent reputation for resolving problems, improving cast and crew satisfaction, and driving overall operational improvements. Committed to staying fast and positive during times of great stress.

EDUCATION

BS in Business Administration, Liberty University, Lynchburg, VA

Received May 2018

- Specialization: **Entrepreneurship**
- Minor: **Criminal Justice**
- Honors: Delta Mu Delta International Honor Society and NSCS
- Computer Skills: Microsoft Office Suite 2013, Adobe Photoshop, Adobe Premiere Pro, Excel

Training Certificate in TV Production, TBCN, Tampa, FL

Received December 2018

- TV Production Skills: Editing, Lighting, Tricaster, Showrunning, Hosting, Fundraising

PROFESSIONAL SKILLS PROFILE

- People skills
- Enthusiasm
- Organizational abilities
- Ability to Multitask
- Instagram
- Twitter
- Adaptability
- Facebook
- Instagram
- Determination
- Interpersonal communication skills
- Administrative support
- Telephone etiquette
- Lead prospecting
- Sorting and labeling
- Word processing
- Keen attention to detail
- Employee timesheet processing
- Faxing paperwork
- Mail processing
- Administrative Functions
- Data Entry

JOB EXPERIENCE

Production Assistant / Boom Operator / Actor

October Pro Films

January 2020-February 2020

- Worked on a pitch trailer for an upcoming film entitled "Moon Over Sorrento"
- Provided food and beverages to the cast and crew.
- Took behind-the-scenes photos and videos.
- Operated the boom pole
- Acted in a walk-on role as "James the Drunken Pirate"

Production Assistant / Office Assistant

Passionflix

June 2019-July 2019

- Produced documents and reports and submitted required production papers to appropriate parties
- Helped camera operators set up and tend equipment
- Escorted actors and actresses to and from trailers and provided bottled water and any other requested items.
- Performed wide range of tasks in over 15 diverse filming areas

Sales Representative

Tan Talk Radio

April 2019-April 2019

- Implemented consultative sales techniques to generate revenues and exceed sales targets
- Generated sales by prospecting leads, cold calling and negotiating advantageous deals
- Left position after not receiving payments that my employers promised me

Administrative Assistant

Bruno Books

January 2018-March 2019

- Handled copyright submissions for over 30 various book publications
- Accepted, sorted and distributed U.S. Mail and shipments
- Entered data from various sources into the company computer system for processing and management

Production Assistant

Galatia Films

July 2019-August 2019

- Performed sound quality checks and front-of-house mixing to maintain company sound system
- Prepared, packed and transported audio equipment for events and location shoots
- Controlled microphones, sound levels and outputs to produce high-quality tracks for a documentary
- Retrieved images for the director to use in his documentary

MTV

May 2019-May 2019

- Picked up the crew members from the airport and transported them to the production office
- Set up and organized the production office
- Was only needed for two days

Sweet Tomato Films

April 2019-May 2019

- Helped clean sets and production areas for "I Saw a Man with Yellow Eyes" starring Harry Connick, Jr
- Was hired to temporarily replace another production assistant

Millennium Films

March 2019-March 2019

- Drove a delivery van
- Provided cast and crew members with food and beverages
- Helped prepare sets for filming
- Was only needed for two weeks

Litewave Media

December 2018-January 2019

- Worked as an assistant set designer and gopher for "Elfette Saves Christmas" which stars Quinton Aaron from "The Blind Side"
- Was only needed for two weeks

Tin Sky Media

October 2018-October 2019

- Worked as a janitor and gopher on the set of "Mortem Happens".

Films Universe

September 2018-September 2018

- Worked as a clapper and helped with set design on "Dark Anomaly"

REFERENCES

Michael Baumgarten

- javamikey@gmail.com
- 323-304-0586

Daniel McNicoll

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- (864) 650-7103