

CAROLYN SAVAGE

ATLANTA, GA 30188 ■ 561.236.0149 ■ ccsavage99@gmail.com

CAREER OBJECTIVE

Energetic, resourceful and versatile Showrunner's Assistant with experience supporting a TV Showrunner throughout the production process.

SHOWRUNNER'S ASSISTANT – AMERICAN SOUL, SEASON TWO - BET NETWORKS

Jesse Collins Entertainment ■ Atlanta, GA ■ August –November 2019

QUALIFICATIONS AND JOB DUTIES

- Managed calendar, expenses, transportation, organizational tools, and assured script materials were always current.
- Coordinated the activities of the Showrunner, Writers and other personnel throughout the production process
- Researched production topics using the internet, books and other informational resources
- Attended Tone Meetings and transcribed notes
- Coordinated and set up conference calls and meetings with various departments and intermediary for all communication to Showrunner
- Liased with Wardrobe and Hair Departments for Showrunner Approvals
- Managed and tracked casting approvals for Showrunner, Producers and Directors
- Created casting and music selection spreadsheets for approvals and clearance tracking
- Handled errands and confidential matters including cash handling, bank errands, housing and residential services
- Assisted in troubleshooting electronic devices and setup of office hardware and software

PRODUCTION ASSISTANT – GREAT FORTUNE FILMS

American Black Film Festival ■ Miami Beach, FL ■ June 2019

QUALIFICATIONS AND JOB DUTIES

- Conducted outbound phone calls to vendors
- Coordinated and secured furniture for event location
- Assisted in setting up and breaking down of staging area
- Administrative tasks - Created spreadsheets and prepared presentation materials
- Managed attendee registration and flyer distribution to attendees and guests
- Managed and operated social media live feeds during event and assisted in taking photos of attendees at the event
- Provided assistance and ran errands for production staff

EVENT SPECIALIST ASSISTANT – BAILEY HALL AT BROWARD COLLEGE

South Arts Independent Film Series ■ Fort Lauderdale, FL ■ 2018 – 2019

QUALIFICATIONS AND JOB DUTIES

- Worked with Management to develop creative ideas to enhance film series program content
- Identified collaboration and community partnership opportunities to increase participation and engagement in Film Series.
- Coordinated Film Premieres and brought in special guests and high value clients such as Film Directors Tina Brown and Dyana Winkler -United Skates Documentary, Film Director Bartle Bull Cradle of Champions and Championship Boxer Sullivan Barrera
- Acted as liaison between Film Series and College Campus coordinating social media and marketing activities
- Made outbound calls, contacted media outlets for participation and editorials on Film Premieres
- **Moderator** – Researched guest backgrounds and developed interview questions and conducted Q and A

ADDITIONAL BACKGROUND EXPERIENCE

STUDENT SUPPORT SPECIALIST — BROWARD COLLEGE, DAVIE, FL 2018 – 2019

DATA ENTRY SPECIALIST — WITT OBRIEN'S DISASTER RECOVERY, FORT LAUDERDALE, FL 2017-2018

ONLINE ADMISSIONS COUNSELOR — KEISER UNIVERSITY, FORT LAUDERDALE, FL 2016 – 2017

FINANCIAL CENTER MANGER — WELLS FARGO BANK, FORT LAUDERDALE, FL 2005 – 2014

TECHNICAL SKILLS

Software: Final Draft, Adobe Creative Suite - Photoshop, Premiere Pro, After Effects, Audition, MS Office, Outlook, Google Suite. Equipment: Stage lighting, gimbals, boom microphones, Video Recorder, DSLR Camera
Social Media Outlets: Facebook, Instagram, Twitter, YouTube, WhatsApp, Snapchat, LinkedIn

EDUCATION

BROWARD COLLEGE, DAVIE, FL ■ A.S. TELEVISION AND FILM PRODUCTION TECHNOLOGY, 2020

BETHUNE – COOKMAN UNIVERSITY, DAYTONA BEACH, FL ■ B.S. MARKETING, 1994