

Victoria Allen

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Professional Summary

Experienced motivated film crew member with set experience, quickly adapt to change and multiple crew roles. Proficient in managing expectations, project coordination, executing tasks based on need and excellent interpersonal assistance. INDI Film Background as director's assistant, set crafty services, admin duties, digital graphic creations, camera assistant, set design and other duties needed to provide the ability to meet the challenges of a highly competitive and demanding work environment. Including background extra on numerous films around Atlanta, GA.

Skills

- Administrative Duties
- Video Editing and Graphic Design
- HTML Website and Information Design
- Camera Assistant
- Provided Cast Continuity Photos
- Crafty Services Setup
- Manage Talent and Crew
- Set Design Assistant
- Adobe Creative Suite CC

Achievements

- Created promotional videos for INDI short film
- Original graphic, logo and marketing designs

Work History

Producers Assistant – AboutFace Media AFM – Campcreek, GA

05/2015 - 10/2018

- ASSISTED ON FILMS; Shattered Series 2018, Domestic Seduction Featured Film 2016, Donors Web Series 2015 and held the title as Director/Producer Assistant.
- Coordinated meals for cast and crew, assisted in set design, provided cast continuity photos. Managed cast and crew admin forms.
- Conferred with director and accomplished specific project request to create original graphic illustrations, edited video clips, website design and written documents and design project details.
- Implemented marketing strategies which resulted in 54% growth of customer viewing base.
- Responsible for creative design advertisement for prominent feature film Domestic Seduction.
- Initiated video introductions, and graphic content which were incorporated into the final advertisement used in feature film and other projects. Created and maintained organization webpages, social media and blogs.
- Video introductions and graphic content were incorporated into the final advertisement used for the feature film.
- Responsible for advertising and hiring multiple non-paid internship participants, manage administrative duties and personnel files.

Background Extra

11/2014 – 08/2018

Multiple Films in Atlanta, GA

- Familiar with set terminology, rules, regulations, payment criteria and other tips, techniques and traditions.
- **2018;** What Men Want **2014/2015/2016;** All Eye's On Me, Alvin and the Chipmunks, Sleepless, The Game, Vampire Diaries, For Better or Worse, Survivors Remorse, Being Mary Jane just to name a few.

Freelance Graphic Artist

SRM Graphics and Printing –Tampa, GA

03/2015 to 2017

- Conferred and accomplished specific project request from the client to create original graphic illustrations,
- Create original and redesigned illustrations for clients within deadline perimeters
- Implemented marketing strategies which resulted in 40% growth of customer base social networking viewers.
- Exceeded design expectations on the first attempt when creating multiple illustrations, under designated deadlines, that was rewarded with a bonus check.

Education

Bachelor of Science: Technical Communication **Southern Polytechnic State University** – Marietta, GA 2012

Associate of Science: Business Studies **Chattahoochee Technical College** – Marietta, GA 2007

Associate of Science: Culinary Arts **Atlanta Technical College** – Atlanta, GA 2004

Affiliations

Courageous Worship Church – Media Dept. (2014-Present)

National Society of Leadership and Success (2012-Present)

Order of Eastern Star (2010-2011)

Girl Scout Troop Leader (2005-2008)

References provided upon request