



Vivian Davis Swift

Columbus, GA
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EDUCATION

Boston University, College of Communications, Boston, MA	Exp. May 2022
<ul style="list-style-type: none">• Bachelor of Science in Film and Television; GPA: 3.51• Concentration: Production	
Brookstone School (grades: 1st – 12th), Columbus, GA	Class of 2018

EXPERIENCE

MHS Artists, On Set Assistant	June 2016-Present
<ul style="list-style-type: none">• Assisted designers in set dressing for high end luxury brands, advertisements, and renowned magazine companies. The most notable include:<ul style="list-style-type: none">◦ <i>Vogue: Earthly Delights</i>, September 2021, photographed by Annie Leibovitz◦ <i>Instyle: Cover Story</i>, August 2021, photographed by Yelena Yemchuk◦ <i>Instyle: Cover Story</i>, August 2021, photographed by Christian Cody◦ <i>The Marvelous Mrs Masel</i>, season 2 promotion 2019, photographed by Annie Leibovitz◦ <i>Moschino x H.M.</i>, November 2018, photographed by Steven Klein◦ <i>Coach</i>, Holiday 2018, photographed by David Hughes◦ <i>Vogue: American Daydream</i>, September 2017, photographed by Steven Klein◦ <i>Vogue Italia: The Cold Wave</i>, November 2016, photographed by Txema Yeste◦ <i>Vogue China: Twister Time</i>, November 2016, photographed by Sebastian Mader• Organized set pieces in the warehouse, safely packaged props for shoots, and unloaded set pieces from previous jobs• Assisted prop manager with editing the website, photographing new set pieces, and photoshopping images to fit the website aesthetic• Assisted set designers with creating storyboards and seeking out certain set pieces that were not in house	
Minor Inconvenience, Production Designer, Associate Producer, Assistant Stylists	June 2022
<ul style="list-style-type: none">• Designed each set for a pilot episode.• Helped coordinate schedules and budgets.• Set dressed everything shot on camera.• Assisted Costume Design.• Instagram: @minorinconvenience series.	
Yalla Public Relations, Production Sound Mixer and Assistant Set Designer	May 2020
<ul style="list-style-type: none">• First hand set experience for a <i>Traveler Sparkling Water</i> ad• Recorded and managed all on set and location sound• Logged and edited all recorded sound for the director• Assisted Head Set Designer with props and set dressing	
Yalla Public Relations, Head Set Designer and Production Sound Mixer	June 2020
<ul style="list-style-type: none">• First hand set experience for <i>Liberty Utilities</i>• Lead the set design team on set decoration and prop placement• Recorded and managed all on set/location sound	



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- Logged and edited all recorded sound for the director

Camp Longhorn, Senior Counselor/Staff

June 2019

- Supervised and guided children from ages 7-16 for two weeks
- Organizing activities, ensuring the safety of campers, offering emotional support, and implementing camp rules.
- Operated ski boats for recreational activities

White Water Express, Surveyor

July 2016

- Facilitated and conducted surveys for customers to accumulate data to boost marketing and engagement for the company

LEADERSHIP AND INVOLVEMENT

Kappa Delta (Eta Phi), Sergeant at Arms and Guard

2019-2020

- Responsible for protecting Kappa Delta's ritual and ensuring that ceremony procedures are conducted with care and respect
- Assist the Ritual chair to ensure that all members are educated on Kappa Delta Ritual, history, and etiquette for ceremonies and meetings
- Responsible for arranging the chapter room for all chapter meetings and rearranging the room after meetings
- Responsible for performing specific duties during ritual and chapter meetings

Kappa Delta (Eta Phi), External Events Coordinator

2020-2021

- Responsible for planning all mixers with the values and risk management policies of Kappa Delta in mind
- Created new and innovative ways for members to have a pleasant social experience under the guidelines and regulations of the COVID-19 pandemic.
- Managed the budget with other team members in order to devise the most cost effective events for the 109 members of the chapter.

AWARDS AND RECOGNITION

Dean's List at Boston University's College of Communications

2020-2022

Best Actress at GHSA Private 1A State Competition

2017

- Played the lead role of Logainne Shwartz and Grubenierre in *The 25th Annual Putnam County Spelling Bee*

SKILLS

Set Design, Coordinating, Producing, Avid Media Composer, Adobe Premiere Pro, Adobe Lightroom, Adobe Photoshop, SketchUp, Canon C100 camera equipment, Zoom H6 sound recorder, Basic Lighting, Basic Grip/Rigging, On Set Experience, Guitar, Piano, Social Media Applications, Time Management.

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