

# JAMAICA HINES

## EXPERIENCE

### Art Coordinator

Bunim-Murray | Atlanta, GA | October 2022-Current

**I Survived Bear Grylls**

### Talent Assistant

OWN | New York, NY | October 2022 – October 2022

**Own Rewraps: Assistant to Ananda Lewis and Eboni K. Williams**

### Post-Production Assistant

Viacom, Comedy Central | New York, NY | July 2022 – October 2022

**Hell of a Week with Charlamagne The God (Season 2)**

### Post-Production Assistant (Creative)

Viacom, MTV | Atlanta, GA | April 2022 - July 2022

**Jersey Shore Special - Jerzstory: How Jersey Shore Changed Reality TV**

### Set Production Assistant

Viacom, MTV | Atlanta, GA | March 2022 - April 2022

**Wild N' Out Season 18**

### Production Assistant/Camera PA

TLC | Atlanta, GA | February 2022 - February 2022

**I Love A Mama's Boy Season 3**

### Art Department Assistant

VH1 | Atlanta, GA | December 2021 – December 2021

**My Celebrity Dream Wedding**

### Associate Producer/Story Logger

Warner Brothers/Stage 13 | Houston, TX | October 2021 - March 2022

**March Season 1**

### Production Assistant

Bravo | Houston, TX | August 2021 – October 2021

**Top Chef Season 19**

### Production Assistant

Bunim-Murray | Atlanta, GA | August 2021 - August 2021

**Real World Homecoming Season 2**

### Production Manager

WVAS-FM | Montgomery, AL | August 2019 – May 2021

## CONTACT

📞 334-354-1997

✉ jamaica.hines1@gmail.com

📍 Stone Mountain, GA 30083

## SKILLS

- Coordinating with Multiple Vendors
- Successfully tracked \$300,000+ budget for multiple departments
- Pulling Elements for shows: Music, SFX and Photos
- Story Logging, Field Notes
- Hot Sheets, Beat Sheets, and Shot Lists
- Facilitating Post Deliverables with multiple teams and Producers
- Avid & Adobe Creative Cloud
- QC Digital, GFX and Podcast files
- Distro of Show Episodes & Episode Metadata Forms
- Editing Show Credits

## EDUCATION AND TRAINING

### Bachelor of Arts

Telecommunications And Film

The University of Alabama,

Tuscaloosa, AL

## INTERNSHIPS

### Media Production Intern

- Camera Op, Jib Op, Director, Technical Director, PA, Researcher
- EncoreBama Season (2018-2019)*

### Theatre Production Intern

- Director/Producer-Who's Afraid of Virginia Wolfe (2019)
- Sound Assistant-A Bright Room Called Day (2018)
- Art Department Assistant-Vinegar Tom (2018) I, Gelosi (2018) Dance Alabama (2018)
- Scene/Prop Builder, Costume Maintenance Sweeney Todd (2017)