

ERIC WHITTEN

Atlanta, GA • (917) 566-9645 • info@ericwhitten.net
linkedin.com/in/eric-whitten | www.ericwhitten.net

Multi-Award winning filmmaker and actor with over fifteen years of working in narrative and non-linear film. Adept at producing high-quality film projects and managing dozens of cast and crew.

Accomplished Screenwriter - Semi-Finalist at StoryPro Awards & Atlanta Film Festival
Top 10% rating on Coverfly - SAG-AFTRA Actor with credits spanning Film, Television, and Theatre

SKILLS

Budgeting - Time Management - Crew Cast Supervision -
Directing - Screenwriting - Database Administration -
Location Scouting - Videography - Crowdfunding -
Scheduling - Acting Coach

SOFTWARE PROFICIENCY

DaVinci Resolve - Adobe: Premiere, Photoshop, Illustrator -
Microsoft Office - G-Suite - PC & Mac Operating Systems -
WIX - WordPress - Final Draft - StudioBinder

PROFESSIONAL EXPERIENCE

PRODUCTION COORDINATOR | Accenture Song • Atlanta, GA **06/2022 - Present**

- Uploading and organizing photo and video files into database and supporting Digital Imaging Technician
- Providing support to crew and talent with onboarding, travel memos, contracts, and equipment requests
- Expense and receipt reconciliation
- Supporting lead producers in daily activities such as scheduling, shot lists, purchases, and inventory

DIRECTOR, PRODUCER | Daybreak Pictures LLC • New York, NY **02/2019 - 05/2022**

- Developed and executed crowdfunding campaigns, raising over 60k for production
- Completed pre-production planning: budgets, hiring crew and cast and obtaining permits
- Managed film crew of 20 to coordinate efficient production operations
- Coached and mentored actors to produce best performance
- Produced and led implementation of post-production workflows

DIRECTOR, PRODUCER | Acting & Voice Studios • New York, NY **06/2020 - 03/2022**

- Wrote, produced, directed, and filmed over 75 film scripts for actors and artists
- Facilitated lighting and set design for professional quality with limited resources
- Created smooth and professional edits, color, and sound design using DaVinci Resolve

OFFICE PRODUCTION ASSISTANT | MGM • Atlanta, GA **08/2021 - 11/2021**

- Supported Production Coordinator, Production Supervisor and Line Producer:
 - Coordinated travel memos and talent accommodations
 - Supervised vendors and obtained new equipment rentals for film stage
 - Primary liaison between production office and film set

VENUE DIRECTOR | New York International Fringe Festival • New York, NY **06/2016 - 08/2017**

- Maintained accurate notes of changes and requests for each event and ascertained allocation.
- Supported public relations through community outreach to draw in new patrons such as raffles and advertising
- Implemented and enforced safety policies and procedures to manage risks and prevent accidents.
- Scheduled and managed rehearsals and performances for multiple shows and provided onsite supervision.

EDUCATION

PERFORMING ARTS | New York Conservatory for Dramatic Arts • New York, NY **2010**

BUSINESS ADMINISTRATION | University of North Carolina • Greensboro, NC **2005**