

ERIC WHITTEN

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I'm a multi-hyphenate, award winning creator, entrepreneur, and innovator with a passion for content creation. From video production and writing to graphic design and web design and beyond, my work is driven by a desire to blend creativity, innovation, and strategic thinking across industries. Certified Scrum Master (PSM I)

SKILLS

Budgeting - Time Management - Leadership - Directing - Screenwriting - Database Administration - Videography - Crowdfunding - Scheduling - Communication - Adaptability - Teamwork - Problem-solving - Project Management

SOFTWARE PROFICIENCY

DaVinci Resolve - Adobe: Premiere, Photoshop, Illustrator, After Effects, Lightroom - Microsoft Office - G-Suite - PC & MAC - WIX - WordPress - Salesforce - Slack - Trello - SEO

RECENT PROFESSIONAL EXPERIENCE

VIDEO PRODUCTION MANAGER | Bearpaw Partners LLC • Atlanta, GA **01/2024 - 07/2024**

- Managing workflow, production schedules, and budgets
- Creating pitch decks and pitching concepts to clients
- Hiring and managing crew and talent
- Videographer, Photographer, Editor (Premiere/DaVinci/Lightroom)

PRODUCTION COORDINATOR | Accenture • Atlanta, GA **05/2022 - 04/2023**

- 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

EDUCATION

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

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

ADDITIONAL PROFESSIONAL EXPERIENCE

VENUE MANAGER | New York International Fringe Festival • New York, NY **09/2016 - 09/2018**

- Supported public relations through community outreach activities
- Enforced public safety policies and procedures to mitigate risks and prevent accidents
- Technical support and communication using Salesforce platform
- Scheduled, mentored, and supervised all rehearsals and performances for multiple shows
- Managed vendor proposals ensuring quality and cost effectiveness

ADMINISTRATIVE ASSISTANT | Forrest Solutions • New York, NY **09/2016 - 02/2017**

- Calendar management for President and Executives
- Graphic design and content creation
- Event preparation
- Data entry and call screening
- Vendor management
- Purchasing and office management

MARKETING COORDINATOR | Dougherty Equipment • Greensboro, NC **08/2005 - 08/2007**

- Website management
- Event planning and coordination
- Content creation such as graphic design and mailings
- Data entry and database management
- Technical support
- Call center supervision

FINE DINING SERVER | Various Restaurants • New York, NY **09/2007 - 02/2019**

- Jean George's ABC Kitchen (Lead Server)
- Blue Water Grill (Lead Server)
- Choptank (Host / Lead Server)
- PJ Hanley's (Bartender / Server)