

ERIC WHITTEN

EMAIL ME

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DRIVEN PASSIONATE IMAGINATIVE

Experienced filmmaker with background handling narrative and non-linear film productions. Adept at planning and completing high-quality, artistic shots. Offering 14 years of experience in artistic creations.



SELECT EXPERIENCE

DAYBREAK PICTURES LLC - PRODUCER, DIRECTOR (FEBRUARY 2019 - PRESENT)

- Completed pre-production planning such as budgets, hiring crew and cast and obtaining permits.
- Created infrastructure and directed implementation of post-production workflows.
- Directed work of film crews to coordinate efficient production operations.
- Motivated actors to produce best performances with strong coaching and mentoring.
- Met budgetary needs by raising funds via investors and Crowdsourcing platforms.

ACTING & VOICE STUDIOS LLC - FREELANCE FILMMAKER (JUNE 2020 - PRESENT)

- Wrote, Directed and captured video/audio for 75+ shoots.
- Coordinated with producer to pinpoint creative vision, determine technical needs and devise shooting schedule.
- Performed smooth and professional edits, color, and sound using Davinci Resolve.

MGM - OFFICE PRODUCTION ASSISTANT (AUGUST 2021 - OCTOBER 2021)

- Supported Production Coordinator, Supervisor and Line Producer in daily activities.
- Created and fact checked travel memos & contracts.
- Interacted with vendors and obtained new equipment rentals for film stage.
- Primary liaison between production office and film set.
- Screened and redirected production calls.

NEWYORK FRINGE FESTIVAL - VENUE DIRECTOR (JUNE 2016 - AUGUST 2017)

- Maintained accurate notes of changes and requests for each event and ascertained allocation.
- Assisted with public relations by participating in community events, which helped draw in new patrons.
- Implemented and enforced safety policies and procedures to manage risks and prevent accidents and mishaps.
- Supervised events from start to finish using effective crowd control methods.



EDUCATION

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
- BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

NEW YORK CONSERVATORY FOR DRAMATIC ARTS



SKILL HIGHLIGHTS

BUDGETING	CREW MANAGEMENT	
VENDOR RELATIONS	SCHEDULING	
TIME MANAGEMENT	CROWDFUNDING	
VIDEOGRAPHY	EDITING	DIRECTING



SOFTWARE HIGHLIGHTS

ADOBE PHOTOSHOP	● ● ● ● ●
ADOBE PREMIERE	● ● ● ●
DAVINCI RESOLVE	● ● ● ● ●
MICROSOFT OFFICE	● ● ● ●
G SUITE	● ● ● ●



OTHER EXPERIENCE

FORREST STAFFING SOLUTIONS - ADMIN ASSISTANT (SEPTEMBER 2016 - FEBRUARY 2017)

- Restocked, supplied and placed purchase orders to maintain adequate stock levels.
- Executed record filing system to improve document organization and management.
- Offered office-wide software support, troubleshooting issues and optimizing usage.
- Interacted with vendors, contractors and professional services personnel to received orders, direct activities and communicate instructions.

DOUGHERTY EQUIPMENT - MARKETING COORDINATOR (AUGUST 2005 - AUGUST 2007)

- Organized logistics for marketing proposal strategy meetings.
- Created press releases and announcements, newsletter articles and website copy.
- Built new materials libraries with fresh imagery, copy and graphics to enhance marketing campaigns.
- Sourced vendors for services such as video production and materials to complete marketing objectives.
- Planned trade shows and vendor fairs for clients.
- Managing sales database, onboarding new hires, and training them in software use and functionality.