

Elizabeth's Media Picks

Reservation Dogs / TV

Fleabag / TV

Haunting of Hill House / TV

The Last of Us II / Video Game

Game of Thrones / TV

Sing Sing / Movie

Anna Karenina / Movie

Dark / TV

333 Investments

Project Manager, Videographer, and Editor / May 2024 - Current

- Record and edit footage of properties for prospective buyer previews
- Document and track daily progress of renovations
- Manage daily and long term tasks for on ground team
- Track permits
- Coordinate and log all payments

Two Birds Both Stoned *Podcast*

Freelance Editor / May 2024 - Current

- Edit podcast audio and video footage
- Help research episode topics
- Pull clips for social media
- Collaborate with talent and producers to develop concepts and ideas

A24

International Servicing Coordinator / July 2022 - February 2024

Post Production Intern / June 2022 - August 2022

- Managed all marketing / home ent material deliveries with international partners
- Pulled footage and stills for PR, home ent, and international use
- Managed day to day infrastructure and charts for international post team
- Created/curated all foreign language subs/dubs
- Managed international screening requests
- Coordinated all schedules for the international post-production team
- Managed international screening links for award season and partners
- Logged all localized materials from international partners
- Researched and coordinated demos with various post-production companies
- Sorted BTS and EPK footage
- Logged all contracts with international partners
- Managed international PO orders with accounting team
- Implemented new organizational processes across various internal systems
- Managed international delivery e-commerce platform for marketing and PR materials
- Led research on emerging AI technology in the post-production field

Company 3

Vault Coordinator / September 2021 - May 2022

- Offload footage
- Manage drives for past and current shows, films, and commercials
- Move in and out hard drives
- Manage and organize intake of drives
- Provide support for dailies team
- Liaises with production sets
- Sort files (call sheets, camera notes, wrap reports, notes, etc.)

CBS "Swagger"

Accounting Intern / June 2019 - August 2019

- Managed purchase order process
- Collected and evaluated W9 forms to process data into Vista
- Engaged with vendors to assist in new vendor setup procedures
- Ensured PO and invoice integrity
- Managed check release process for internal and external stakeholders
- Managed departmental invoice authorization process
- Executed invoices
- Organized and scheduled reports for the accounting team
- Managed prep sheets, budgets, schedules, call sheets, wrap reports

EDUCATION

Savannah College of Art and Design

B.F.A. Film and Television / Summa Cum Laude

AREAS OF EXPERTISE

Video editing / Audio Editing / Coordinating / Producing / Directing / Casting / Writing / Screenwriting / Scheduling / Budgeting / Accounting / Sound Design / Eye for tracking emerging artists / Video games / Virtual reality / Social Media / Marketing / Cinematography / Music / Excellent organizational skills