

SAM MILLER



CONTACT

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A precise and resourceful television creative with several years experience producing innovative, high-quality content.

WORK EXPERIENCE

Post Production Assistant

Embassy Row | Los Angeles, CA | 2015 – Present

- Created and updated database of story notes as a resource for producers
- Conducted detailed quality control of outgoing episodes
- Managed administrative aspects of office to ensure delivery of episodes
- Facilitated communication between production and story departments

Development Assistant

Benassi Creative | Los Angeles, CA | 2014 - 2015

- Researched and obtained partners for new televised events
- Compiled and contributed event concept boards for pitch meetings
- Evaluated and summarized incoming event proposals
- Streamlined digital asset archive by implementing metadata system

Producer's Assistant

I Dream Too Much LLC | Tivoli, NY | 2013 - 2014

- Assembled press kit aiding film festival acceptance
- Coordinated schedule of all press interviews and events
- Developed and produced original marketing material promoting the film
- Managed team responsible for behind-the-scenes footage

Digital Video Intern

PS122.TV | Brooklyn, NY | 2012 - 2013

- Produced and edited original web content for new digital platform
- Grew online audience through strategic use of social media
- Coordinated all video aspects of annual charity fundraiser
- Spearheaded creation of an expansive digital video archive

SET PA EXPERIENCE

Girlboss | Netflix | 2016

LA Hair | 3 Ball Ent. | 2016

Project Runway Jr. | Bravo | 2016

Cutthroat Kitchen | Manhouse Productions | 2015 – 2016

Life and Times | NTOK | 2014

SKILLS

Digital Production
Social Media Management
Writing and Editing
Scheduling and Rolling Calls
Event Planning
Research and Data Management

TECHNICAL

Adobe Creative Suite
Final Draft
Avid
Final Cut Pro
PHP and HTML Programming
3D Video
Interactive Media

EDUCATION

Bard College | Annandale-on-Hudson, NY | B.A. in Film Production | GPA 3.9 | 2011 – 2015

Awards | Community Action Award | President's Honor Roll | Video Fellow at Drone Research Center