

## OLIVIA NELSON

(828) 899 - 7394 · oliviapnelson@gmail.com

### PRODUCTION EXPERIENCE

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#### Office Assistant/Travel Coordinator

*Dean River Productions/Beverly Holloway Casting*

- Manage and coordinate all travel/hotels/cars for film crew
- Answer phones, schedule meetings, coordinate office flow

March 2016 - Present  
Los Angeles, CA

#### Production Assistant

*House Crashers; HGTV/DIY Network*

- Organized meal prep and delivery
- Prepped set for shooting days
- In charge of acquiring all talent releases

February 2016  
Los Angeles, CA

#### Production Assistant

*Yard Crashers; HGTV/DIY NETWORK*

- Organized and prepped set for shooting days
- Managed small budget for onset expenses
- Completed all preliminary shopping for shooting
- In charge of craft service area, organized meal delivery

January 2016  
San Diego, CA

#### Casting Assistant

*Chase Bank Commercial; Liz Lewis Casting*

- Assisted casting associate
- Managed actor sign-in
- Helped run casting session

October 2015  
Los Angeles, CA

### WORK EXPERIENCE

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#### Receptionist

*Eye Specialists of Escondido*

- Directed patient check-in/check out
- Handled incoming/outgoing calls
- Checked medical insurance

September 2013 - September 2015  
San Diego, CA

### EDUCATION

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Graduated  
September 2015

**BACHELOR OF SCIENCE: COMMUNICATIONS MEDIA**  
John Paul the Great Catholic University

San Diego, CA

### SKILLS

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**Software:** Adobe Premiere (basic knowledge), MS Office, Mac and Windows, Open Office, Celtx

**Competent on multiple levels of pre-production/production:** Producing, planning, writing, acting singing, casting