

STEPHEN MILLS



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[LINKEDIN](#)



[IMDb](#)

OBJECTIVE

Seeking my next career jump as a director or producer's assistant to further my experience and enhance my skills in the film industry.

EDUCATION

MEDIA STUDIES, BA
RADFORD UNIVERSITY
MINORS: PSYCHOLOGY AND CINEMATIC ARTS

OVERALL GPA: 3.8

Class of 2018

MEADOWBROOK HS

Class of 2014

OFFICE EXPERIENCE

BUPIE PRODUCTIONS – June 2021 - Present

Script Reader – Remote

Skills: Coverage, script notes, pitch preparation, research

“GRAVEDIGGERS” – August - October 2021

Office PA – Feature - Apple TV+ - Richmond, VA

Answered office phones, distributed paperwork through Scenelichronize, ran errands, managed kitchen and office supplies

THREE SEAS INC. – Sep 2019 - Dec 2019

Associate Post-Production Producer – Washington, DC

Created budgets for ADR sessions, managed project deadlines, served as liaison between clients and engineers/editors, developed new business relationships, organized small video shoots including logistics coordination and booking crew.

Accolades: Received company's Employee of the Month award within first 6 months at the company and became the first employee to do so

Skills: HubSpot, Monday.com Frame.io, FileZilla, Avid

THREE SEAS INC. – September 2018 - Sep 2019

Executive Assistant – Washington, DC

Handled heavy phone volume, coordinated casting auditions, created/organized schedules, updated internal files, managed four different websites, handled booking studio sessions, performed general office duties.

Skills: Website editing, Microsoft Suite, social media

HIGHLAND PICTURES – April - September 2018

Development Intern – Washington, DC

HORSE ARCHER PRODUCTIONS – Sep '17 - April '18

Documentary Development Intern – Radford, VA

SELECTED SET EXPERIENCE - (200+ PA DAYS)

“DMZ” – 2021 (32 PA DAYS)

Key Set PA – Mini Series – HBO MAX – Atlanta, GA

“THE SPOOK WHO SAT BY THE DOOR” – 2021 (13 PA DAYS)

Key Set PA – Pilot – FX – Baltimore, MD

“SWAGGER” – 2019-2021 (138 PA DAYS)

Key Set & Walkie PA – TV Series – Apple TV+ – Richmond, VA

“THE BUSINESS OF CHRISTMAS 2” – 2021 (13 PA DAYS)

Walkie PA – BET+ – Feature – Richmond, VA

“WITHOUT REMORSE” – 2021 (8 PA DAYS)

Locations PA – Amazon – Feature – Washington, DC