

# Kristen Chamblee

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## Education

### University of North Carolina at Charlotte

Charlotte, NC

*Bachelor of Arts in Communications Studies, Media and Technology Concentration*

*Certification in Video Production*

Relevant Coursework: Advanced Screenwriting, Documentary Filmmaking, Introduction to Editing and Post-Production

## Experience

### White Lightning Studios

Raleigh, NC

#### Production Assistant

June, 2025 – July 2025

- Organized meals, coffee runs, and other crew support requirements in addition to handling paperwork such as release forms and logging production notes.
- Assisted the production crew set up and take down the sets, making sure that all the equipment and locations were prepared for shooting.
- Monitored and controlled foot traffic on set and kept the set safe and quiet during takes.

### UNC Charlotte Film Festival

Charlotte, NC

#### Awards Producer

January, 2025 – April, 2025

- Organized the awards ceremony's preparation and implementation, including audiovisual production, presenter scheduling, and scriptwriting.
- Oversaw communications with sponsors, jurors, and filmmakers.
- Created and distributed awards, certifications, and marketed materials to showcase the best films and performers

### Student Niner Media

Charlotte, NC

#### Student Production Assistant

September, 2024 – December, 2024

- Assisted with setting up and adjusting the lights, sound, and camera equipment.
- Sent communications to other departments in order to facilitate communication during production
- Carried out on-set tasks including providing supplies and delivering equipment.
- Verified that all tools and designated spaces met safety requirements.

## Skills

**Premiere Pro:** Highly Proficient

**Videography:** Proficient

**Screenwriting:** Highly Proficient

**Sound Production:** Highly proficient