

Tavius Allen

CONTACT

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EDUCATION

Emerson College

M.F.A

Writing for Film and
Television

University of North
Carolina at Greensboro
B.A.

Media Studies

B.A.

English Composition

SKILLS

Copywriting

Creative Collaboration

Branded Design

SEO Writing

Articulate Communication

Adaptability

Time Management

Team Player

Schedule Planning (Airtable,

Monday.com, and Asana)

Screenwriting Software (Final
Draft)

Media Literacy

Storytelling

Dialogue Writing

Genre Knowledge

Research Skills

Revisions and Feedback

Time Management

Pitching and Presentation (Canva)

Understanding of Visual

Storytelling

Market Awareness

Adobe Premiere Pro Suite (Video and Photo
Editing)

Canva (Graphics)

FILM DEVELOPMENT WORK

Austin Film Festival - Freelance Script Coverage Reader, April 2024 - October 2025

- Consistently maintained a 95% accuracy rate in evaluating un-produced scripts, delivering precise and insightful feedback.
- Achieved 90% client satisfaction, reflecting a strong ability to provide comprehensive script coverage.
- Evaluated over 200 cross-category scripts, contributing to the festival's international writers' community.
- Delivered detailed coverage focusing on key script elements like premise, plot, and character development.
- Consistently maintained a two-week turnaround for submissions.

Legacy Pictures - Development Intern, March 2024 - August 2024

- Contracted to craft a film treatment for a project in pre-production.
- Presented 7 innovative concepts to the Development Department head, which were adopted.
- Produced 15+ pitch decks, one-pagers, and newsletters using Google Slides and MailChimp.
- Scheduled meetings using Calendly and managed industry contacts through Apollo+ software.
- Tracked project progress using Airtable to keep the team aligned.

BarBHouse Productions - Development and Social Media Intern, May 2023 - August 2023

- Analyzed scripts and provided coverage for 50+ submissions.
- Created 10+ pitch decks, one-pagers, and newsletters via Google Slides and MailChimp.
- Managed social media platforms and implemented outreach strategies based on feedback.
- Conducted market research, identifying 5 lucrative production opportunities.

OTHER EXPERIENCE

Millennium Hotel Durham - Front Desk Agent, December 2025 - Present

- Check-in and check-out guests efficiently and accurately
- Maintain accurate records of guest interactions and transactions
- Process payments and ensure proper billing procedures are followed.

CVS Health - Shift Supervisor Management Trainee, June 2021 - August 2025

- Handled cash, checks, and credit card transactions with precision.
- Completed inventory management tasks as directed by the store manager.
- Operated multiple Fuji and Kodak printers for photo orders.
- Signed in USPS packages through company drop-off database.
- Directed store operations, resulting in a 15% increase in customer loyalty.

Strawbridge Studios, Inc. - Digital Imaging Data Entry Specialist, January 2022 – December 2022

- Oversaw production and quality assurance for 1000+ picture products.
- Streamlined interdepartmental communication to optimize data organization by 20%.

Museum of Life and Science - Guest Relations Associate, May 2018 - August 2018

- Delivered professional service to 100+ daily museum guests.
- Managed phone calls, mail, and appointments for 500+ daily visitors.

PRODUCTION WORK

Shouts To Durham - Short Film Production Assistant, September 6, 2025 - September 7, 2025

“Laying Low Isn’t So Lowkey”

- Setup and broke down crew equipment (cameras, lighting, and craft services).
- Photographed the set, actors and crew for behind the scenes.
- Provided masks and preventative procedures for COVID-19

“Battle of the Blues”

- Setup and broke down crew equipment (cameras, lighting, and craft services).
- Greeted and directed cast/crew with staggered call times.
- Photographed the set, actors, and crew for behind the scenes.

Wanderer’s Dream LLC - Short Film Production Assistant, August 25, 2025

“The Worst Exorcist”

- Loaded film slate for each new scene and take.
- Operated slate for before scenes and for tail slates.
- Organized craft services by picking up catering order and arranging the order for cast and crew.

Carmichael Studios - UNCG - Content Creator, October 2017 - May 2021

“Be Fucking Majical”- A short documentary about the practice and history of Hoodoo slave magic.

- Managed sound, lighting, and script continuity on set, ensuring smooth production.
- Produced and edited short documentary.