

# Olivia Allison

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## EDUCATION

### Syracuse University | S.I. Newhouse School of Public Communications

Syracuse, NY

Bachelor of Science: Television, Radio and Film

May 2023

Minors: English and Textual Studies; Anthropology

GPA: 3.8

Honors/Awards: *Dean's List (2020-2023), Summa Cum Laude*

## PRODUCTION WORK

PROJECT	MEDIA TYPE	PRODUCER/DIRECTOR	POSITION	YEAR
<i>Untitled</i>	Limited series	Girl Culture Studios	Production Assistant/Art PA	2022
<i>Frog Assassin</i>	Short film	Alex Bisignani	2 <sup>nd</sup> Assistant Director	2022
<i>The Winter Spring</i>	Short film	Brian Crowe Jr.	2 <sup>nd</sup> Assistant Camera	2023
<i>Found and Found</i>	Short film	Lucille Messineo-Witt	Producer	2023
<i>The Hunter</i>	Short film	Tim Rose	2 <sup>nd</sup> Assistant Director	2023
<i>Conviviality</i>	Short documentary	Olivia Allison	Creator, Director, Producer	2023
<i>'99 Snapshots</i>	Documentary series	Michael Berman	Production Intern/Assistant	2020-Ongoing

## EXPERIENCE

### '99 Snapshots | *Project Assistant* | 99snapshots.com

December 2020 - Present

- Meet to collaborate on creation of *'99 Snapshots* documentary series
- Manage editing and post-production, aid in reworking storylines in Adobe Premiere Pro with filmmaker
- Proofread written components and edit special clips/sizzle reels for various grant applications
- Research and assemble relevant statistics for documentary series

### Girl Culture Films | *Production Intern* | Los Angeles, CA

Summer 2022

- Assist lead producers in on-set tasks including crafty organization, talent wrangling and administrative tasks
- Transcribe film clips and archival footage for editing
- Assist in organization and distribution of gear used throughout production
- Experience with art department during production including set dressing, prop distribution and renting/returning

### American High | *Development Intern* | Remote

Summer 2021

- Read and evaluate scripts, providing coverage monthly
- Gained basic knowledge of development processes for entertainment

### Syracuse University Office of Student Living | *Main Desk Assistant* | Syracuse, NY

August 2020 – May 2023

- Control front desk operations at university dormitory on a weekly basis
- Lead intake packages and mail, log, categorize and redistribute to students
- Manage refunds, assist residents with lost items, broken machinery, and equipment rentals
- Improve customer service and administrative skills weekly

### Live From Studio B | *Crew Member* | Syracuse, NY

January 2020 – December 2021

- Co-produce and supervise a student run, bi-weekly live, late-night comedy show on the Orange TV Network
- Rotate positions such as studio camera operation, Jimmy Jib operation, sound production, floor directing, and graphics rolling

## SKILLS & CERTIFICATIONS

- AVID Media Composer – Certified Specialist
- Technical: Canon C100, C200, Canon EOS 70D, Nikon D700, Sony a6300, DJI Ronin S
- In-studio: Camera and Jimmy Jib operation, Graphics Rolling
- Administrative and clerical
- InqScribe
- Adobe - Premiere Pro, Illustrator, InDesign, Photoshop
- Google Suite and Microsoft Office
- Italian Language – Working Proficiency