

Colin D. McDowell

2250 Beachwood Drive #203
Hollywood, CA 90068
H: (502) 758-1483 | E: ColMcDow@yahoo.com

Objective: Seeking a position within production of Film, Television or Commercials.

Summary of Qualifications

- ◆ Extensive experience in fast-paced environments
- ◆ Skilled at greeting and giving instructions to other people
- ◆ Proficient with multi-tasking
- ◆ Skilled at assisting superiors with day-to-day activities, errands, and office work
- ◆ Experience with making pick ups and returns
- ◆ Exceptional listener and communicator
- ◆ Enthusiastic team worker with a good eye for detail
- ◆ Licensed driver with knowledge of Los Angeles, Orange County, and Malibu

Work Experience

American Mutoscope and Biograph Company

Production Coordinator, Los Angeles, CA 11/09-Present

- Directly reported to Sr. Producer (on set) or Production Company President (otherwise).
- Managed assistants and other miscellaneous crew.
- Trained operation and managed certain production equipment.
- Assisted with scheduling, booking shoot locations and releases.
- This is a part-time position only held during production.

American Idol Productions

Production Assistant, Louisville KY-Los Angeles, CA 07-09 2008

- Registered contestants, managed camera and shoot logs
- Worked alongside talent and producers during filming
- Managed call sheets, scripts, and other production documents
- Handled inter-office communications, was offered full time position

Citicards, Citigroup, Louisville, KY

Collector, Team Lead 2007-2009

Cosmopolitan Model & Talent Agency, Louisville KY

Director of International Talent, Sales 2009

Education

University of Indiana

2.5 years of general education 2.7 (4.0)

The Academy for Individual Excellence 2006

High school Diploma, 3.0 (4.0)

Attended Numerous Film Festivals & Special Screenings

Performs extra work coordinating film festivals for The Academy.

Skills

- ◆ Microsoft Office Suite, Type 60 wpm
- ◆ Athletic runner, swimmer, dancer
- ◆ Unbridled passion
- ◆ Introductory Knowledge of Final Cut
- ◆ Manage multiple concurrent projects
- ◆ up-beat attitude