

Holly Titchen



4652 Colfax Ave. Unit #5, Valley Village, CA. 91602 Phone: 818-331-0440 E-Mail: titchenh@gmail.com

Objective

To use my knowledge and skills acquired within the Television and Film Industry to help in creating more entertaining and positive programming for all audiences, young and old.

Experience

Let's Make A Deal (Coordinator)
FremantleMedia/ CBS

September 2009 – January 2012

- Assist Production Supervisor with daily function of department including; create all documents for shows, Coordinate with DGA, executives, producers, games, prize and art department regarding show content.
- Prepare documents for weekly production meeting, Maintain and update Pilotware database, Proofread daily paperwork before distribution, Oversee distribution of daily paperwork by production assistant.

Forbidden Storage (Coordinator)
TruTV

March 2011 – May 2011

T-Group/

- Assist Production Manager with hiring production assistants for project. Research catering companies for crew meals at locations, Work with production assistants to help set-up/ tear-down at locations, Coordinator with accounting on getting insurance certs, Keep a daily log of in and out time for production report, Work with all production staff to ensure a productive day.

83rd & 84th Annual Academy Awards (Staging Coordinator) January 2011 & January 2012 Seligman Entertainment/ ABC

- Assist Staging Supervisor with daily function including; purchasing of supplies, Proofread start paperwork, Maintain payroll of union workers, Work with production staff to ensure a productive day.

Running Wild from Ted Nugent (2nd 2nd A.D.)
Bischoff-Harvey/ CMT

January 2009 – April 2009

Assist 1st & 2nd Assistant Directors, producers, executives, production staff and crew to ensure a productive day. Work on daily call sheets, production reports and schedule of production crew. Make daily phone calls to crew about their schedule, Work closely with producers and camera crew to ensure story is developing. Oversee crew in absents of AD. Log start and stop times of crew for Production manager and production report.

Last Comic Standing Season 6 (Coordinator)
productions/ NBC

June 2008 – October 2008

NewWave



Assist Production Managers in organizing transportation for cast and crew from and to locations. Log start and end time of crew for production report. Oversee Production Assistants driving vehicles. Schedule lunches and breaks for Production Assistants. Maintain a log sheet of vehicles in use on prep, shooting and wrap days.

Stand Up To Cancer (Production Staff)
Entertainment/ ABC

August 2008 – September 2008 Ziskin-Seligman

Assist the production to ensure a productive day by making runs for supplies, helping to set up/ tear down offices and talent rooms, and answer phone calls.

Have also worked on Feature Films and currently a Member of Academy of Television Arts and Sciences