

# **Tommie T. Bayliss**

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## **Objective**

Eager to bring my experience and enthusiasm about filmmaking to the filming set of a company looking for only superlative, dependable, reliable and enthusiastic filming staff.

## **Skills**

- Self-organized and quick – Can multitask with the ability to identify and prioritize tasks independently
- Strong/creative writing abilities
- Solid research skills, with ability to initiate and carry through research
- Ability to quickly adapt to ever changing needs and expectations
- Able to perform in a fast paced and pressurized environment while meeting firm deadlines
- Competency creating budget encompassing all activities from pre-production through post-production to delivery

## **Education**

**University of Southern California: *B.A Film and Television Production (May 2014)***

## **Experience**

***HAUTELOOK/NORDSTROM RACK.COM (September 2014 –Current)***

**Member Care Representative- Senior Support Associate (Promoted within 6 months)**

- Responsible for resolving members tensions by coaching agents on creative solutions
- Liaison to management, department heads, vendors, and carriers
- Multitasking various software while in contact with members and agents
- Log and report to Service Desk, Logistic, and Finance departments issues affecting the agent and member experience
- Frequently communicated with fulfillment center associates and supervisors in regards to event inquiries and shipment issues
- Consistently coached agents on developing resources
- Assisted in new hire trainings with getting acclimated with role responsibilities
- Helped organize and manage fulfillment center shipment crisis data

***Little Bit on My Own: Music Video (January 2015)***

**Writer/Producer/Director/Editor**

- Post-production Supervisor; supervising post-production process, editing, dubbing and compilation
- Casting
- Perform the tasks of raising production finance and supervising production team
- Responsible for story consulting, script writing and script editing

***Daybreak: USC Thesis Film (May 2013)***

**Producer**

- Production of an \$11,000 budget short film
- Supervised crew and talent
- Hiring

- Permits/Insurance
- Created comprehensive and accurate budget with project parameters for all productions assigned (Movie Magic)
- Effectively and efficiently directed talents with authority in field shoots, studio shoots, and voice-over recording sessions.

***A Wonderful World: USC Short Film- Winner of Johnny Carson Scholarship (December 2012)***

**Writer/Producer/Director**

- Editing supervisor
- Built and developed a network of contacts to raise funds to market the project
- Used and utilized computer software packages for screenwriting, budgeting and scheduling
- Controlled and managed the budget and allocated resources
- Perform responsibilities of creating advertisement and promotion materials after the making of the film

***About A Man: Short Film (August 2011)***

**Writer/Producer/Director**

- Facilitate safety throughout production
- Supervised 32 crew and talent employees
- Oversaw and supervised each project from conception to completion.
- Executed and performed duties such as reading, researching, and assessing ideas and finished scripts.
- Built and developed a network of contacts to raise funds to market the project.
- Used and utilized computer software packages for screenwriting, budgeting and scheduling.
- Controlled and managed the budget and allocated resources.

***Life Is...: Short Film-Official Selection in 2008 Hollywood Black Film Festival (March 2008)***

**Writer/Producer/Director**

- Responsible for overseeing the complete aspects of film production
- Handle the tasks of generating ideas for movies/films, choosing cast and movie scripts
- Perform responsibilities of managing finance for film production as well as deciding the expenses and scale of the film
- Handle the tasks of hiring crew members, ie: camera man, light crew, sound engineers and costume designers
- Responsible for developing the underlying or delayed projects of the production activity
- Assigned the tasks of securing necessary rights and raise the finances required for the development process, if required

**Relevant Volunteerism**

**Zoe Christian Fellowship (January 2007 – March 2010)**

**Pre/Post-Production Coordinator**

- Control and manage the flow of informations to arrange the urgent production components
- Arrange all of the necessary equipment and materials