

Kevin P. Sullivan

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Professional Experience

August 2013 – Present

Mills James Productions, Associate Producer (October 2015 - Present), Cincinnati, OH
Production Assistant (August 2013 - Oct 2015), Cincinnati, OH

- Collaborated with the P&G design manager in the planning and execution of 5 international road shows, as well as national and local meetings & events for Procter & Gamble brand categories.
- Identified and manage the technical needs for each event. Travel to the events to manage the setup and provide PowerPoint support to the P&G category teams in each city.
- Acted as a project manager/producer for internal and external P&G events.
- Hired and manage freelance video crew, both domestic and internationally.
- Digitized and logged event footage for post production.
- Filmed multiple events a week and edit cutdowns on Final Cut Pro and Adobe Premiere.
- Uploaded final video's to PG Tube – P&G's private Youtube like platform for employees.

March 2013 – May 2013

MTV Networks, Freelance 2nd Videographer / Field P.A. – MTV "MADE" Season 13, Columbus, OH

- Filmed Cross Fit training sessions and diary sessions as cast prepared for a Tough Mudder.
- Took detailed production notes of filming for editors to use during post production.
- Ensured all location agreements and guest releases were complete prior to filming.
- Handled all shipments to/from the NYC office and acted as a runner between filming.

Jan. 2012 – Sep. 2012

Paramount Pictures, Through VOLT Inc., Coordinator, Digital Servicing – Paramount Pictures World Wide Technical Operations, Hollywood, CA

- Coordinated between internal departments and outside vendors to ensure digital elements were created and delivered to clients on time.
- Have a working knowledge of all media formats based on region.
- Researched digital assets, required to fulfill all media delivery requests.
- Managed the status and due dates of elements being created for digital servicing.
- Created and tracked purchase orders for the creation of digital assets.
- Temp Assistant to Stephanie Ito – SVP Feature Post Production Paramount Pictures.

July 2010 – Jan. 2012

Paramount Pictures, Page Program, Hollywood, CA

- Acted as a liaison between Paramount Pictures and the general public as a member of the guest relations department.
- Assisted the audience coordinator during live show tapings of "Dr. Phil" and "The Doctors".
- Managed a team of 8-9 Pages during live show tapings.
- General duties around the studio lot ranging from executive office assistance, production, and red carpet special events.

Oct. 2009 – July 2010

Shelter Entertainment, Executive Assistant to Talent Manager, Beverly Hills, CA

- Heavy phone coverage
- Scheduling and coordinating with clients, Data management and research.

June 2006 – Sep. 2006

Lightborne Inc., Editorial Assistant (Internship), Cincinnati, OH

- Assisted senior editors in post production on Kenny Chesney's "You Saved Me" music video.
- Edited small projects using Final Cut Pro.
- Logged clips during video shoots, including Ecco Shoes and iDog.

Education

June 2007

Bachelor of Fine Arts, Electronic Media

University of Cincinnati, Cincinnati, OH

Computer Experience

PC and Mac Literate / Microsoft Office (Word, Excel, PowerPoint) / Alias / Xytech / Sharepoint / Final Cut Studio / Adobe Premiere / Movie Magic Screenwriter 6 / Final Draft

Awards / Leadership

Mills James Productions

- Mills James "Peer Award" – March 2015

Sigma Alpha Epsilon Fraternity

- Vice President, Member of Executive Council, Leadership School Graduate.

References: Available upon request.