

CODY HILF

CONTACT

(425) 894-9091

CODYAHILF@GMAIL.COM

- AVAILABLE FOR RELOCATION -

SKILLS

- MovieMagic (Budgeting & Scheduling)
- Scenechronize
- Caset
- Prodicle
- Photoshop
- Embershot
- Filemaker
- CisionPoint
- Dropbox
- Box
- Google Docs & Forms
- Microsoft Office Suite
- Airtable
- DPO

EDUCATION

BACHELOR OF ARTS, FILM
BROOKS INSTITUTE

PRODUCING CERTIFICATE
UNIVERSITY OF CALIFORNIA,
LOS ANGELES

AFFILIATIONS

JHRTS
CBS PAGE PROGRAM

EXPERIENCE

Production Secretary

- UNTITLED NANCY MEYERS - 2023
- VACATION FRIENDS 2 - RESHOOTS - 2023
- INDIANA JONES 5 - RESHOOTS - 2022
- WHITE MEN CAN'T JUMP - 2022
 - Orchestrated the drafting and distribution of essential production documents to the crew.
 - Facilitated seamless vendor interactions by completing and dispatching certificates of insurance.
 - Spearheaded negotiations and contract management for third-party agreements, including related personnel.
 - Skillfully prepared comprehensive travel memos.
 - Diligently reviewed and analyzed production reports to ensure accuracy and adherence to project requirements.
 - Mentored and supervised office production assistants, fostering their professional growth and development.
 - Streamlined office operations by proficiently organizing and procuring essential office supplies.
 - Demonstrated exceptional logistical prowess in handling all production-related shipping needs.
 - Ensured compliance with contractual and training obligations by coordinating crew clearance through Contract Services and Disney Employee Relations.

Office Production Assistant

- LA LAW - 2022
- THE VALET - RESHOOTS - 2021
- THOR LOVE & THUNDER - RESHOOTS - 2021
- WHAT I WAS DOING WHILE YOU WERE BREEDING - 2021
- AMBULANCE - 2021
- RYAN'S MYSTERY PLAYDATE - 2019, 2020
 - Efficiently reconciled purchase order cards utilizing Caset software.
 - Managed a high volume of incoming and outgoing phone calls adeptly.
 - Created and maintained a comprehensive vendor list.
 - Proficiently completed travel authorization forms.
 - Skillfully coordinated Scenechronize processes including set-up, distribution, sides, reports, and archiving.
 - Organized and designed parking maps for cast and crew.

CBS Page - 2017 - 2019

- Successfully organized and led audience members for a variety of CBS hit shows, ensuring a seamless and engaging experience for participants.
- Collaborated closely with production teams to understand show requirements and audience needs, resulting in a well-coordinated and lively atmosphere.
- Demonstrated exceptional communication skills by providing clear instructions to audience members and addressing their queries promptly.
- Managed audience logistics, including check-in, seating arrangements, and any special accommodations, contributing to a positive overall audience experience.