

# Cullen Thane Dixon

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## PROFESSIONAL SUMMARY

Responsible and reliable production assistant with a proven track record of working efficiently in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.

## EDUCATION

**BS in Business Administration**, Liberty University, Lynchburg, VA

Received May 2018

- Specialization: **Entrepreneurship**
- Minor: **Criminal Justice**
- Honors: Delta Mu Delta International Honor Society and NSCS
- Computer Skills: Microsoft Office, Adobe Photoshop, Adobe Premiere Pro, Outlook, Excel

**Training Certificate in TV Production**, TBCN, Tampa, FL

Received December 2018

- TV Production Skills: Editing, Lighting, Tricaster, Showrunning, Hosting, Fundraising

## PROFESSIONAL SKILLS PROFILE

- Analytical Skills
- Organizational Skills
- Ability to Multi-task
- Enthusiasm
- Strong Detail Orientation
- Adaptability
- Ability to Work Under Pressure
- Organizational Skills
- Interpersonal Skills
- Problem-solving Skills
- Customer Service Skills
- Service and Consultative Skills
- Strong Verbal and Written Communication Skills
- Computer Proficiency
- Team Player Mentality
- E-mail Etiquette
- Written Communication Skills
- Administrative Support
- Telephone Etiquette
- Strong Work Ethic
- Sorting and Labeling
- Simple Math Skills
- Effective Time Management
- Employee Timesheet Processing
- Microsoft Word

- 10 Key
- Ability to Type 55 Gross Words Per Minute.
- Willingness to Learn
- Office Experience

## **JOB EXPERIENCE**

### **Production Assistant / Boom Operator / Actor**

October Pro Films

January 2020-February 2020

- Worked on a pitch trailer for an upcoming film entitled "Moon Over Sorrento"
- Provided food and beverages to the cast and crew.
- Took behind-the-scenes photos and videos.
- Operated the boom pole
- Acted in a walk-on role as "James the Drunken Pirate"

### **Customer Service Agent**

Air Canada

December 2019-January 2020

- Booked flights for customers who had issues booking the flights on the Air Canada website.
- Made adjustments to existing bookings for customers who changes to their flight reservations.

### **Script Assistant**

Cineview Studios

November 2019-November 2019

- Assisted the script supervisor by taking and organizing notes and by correcting continuity errors.

### **Photographer**

iHorror

October 2019-October 2019

- As an iHorror press member, I took photos of guests and Q & A events at the "1st Annual iHorror Film Festival".

### **Production Assistant / Office Assistant**

Passionflix

June 2019-July 2019

- Produced documents and reports and submitted required production papers to appropriate parties
- Helped camera operators set up and tend equipment
- Escorted actors and actresses to and from trailers and provided bottled water and any other requested Items.
- Performed wide range of tasks in over 15 diverse filming areas

### **Sales Representative**

Tan Talk Radio

April 2019-April 2019

- Implemented consultative sales techniques to generate revenues and exceed sales targets
- Generated sales by prospecting leads, cold calling and negotiating advantageous deals
- Left position after not receiving payments that my employers promised me

### **Administrative Assistant / Social Media Manager**

Bruno Books

January 2018-March 2019

- Handled copyright submissions for over 30 various book publications
- Accepted, sorted and distributed U.S. Mail and shipments
- Entered data from various sources into the company computer system for processing and management
- Managed the company's Facebook and Instagram feeds

## **Production Assistant**

Sharp Entertainment

February 2019 – February 2019

- Worked as a PA for season five of "90 Day Fiance: Happily Ever After"
- Provided food and beverages for the cast and crew.
- Helped set up and take down lighting and camera set-ups.

Galatia Films

July 2019-August 2019

- Performed sound quality checks and front-of-house mixing to maintain company sound system
- Prepared, packed and transported audio equipment for events and location shoots
- Controlled microphones, sound levels and outputs to produce high-quality tracks for a documentary
- Retrieved images for the director to use in his documentary

MTV

May 2019-May 2019

- Picked up the crew members from the airport and transported them to the production office
- Set up and organized the production office
- Was only needed for two days

Sweet Tomato Films

April 2019-May 2019

- Helped clean sets and production areas for "I Saw a Man with Yellow Eyes" starring Harry Connick, Jr
- Was hired to temporarily replace another production assistant

Millennium Films

March 2019-March 2019

- Drove a delivery van
- Provided cast and crew members with food and beverages
- Helped prepare sets for filming
- Was only needed for two weeks

Litewave Media

December 2018-January 2019

- Worked as an assistant set designer and gopher for "Elfette Saves Christmas" which stars Quinton Aaron from "The Blind Side"
- Was only needed for two weeks

Films Universe

September 2018-September 2018

- Worked as a clapper and helped with set design on "Dark Anomaly"

## **Convention Guest Handler**

February 2010-September 2014

- Worked as a convention assistant from my father who is a comic book writer.
- Handled money and inventory and watched tables while my father was away.

## **References**

Michael Baumgarten

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