

CODY R. MILLER

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PROFESSIONAL EXPERIENCE

Production Assistant | HBO

JANUARY 2020 – PRESENT

LOS ANGELES, CA

- SUPPORTED THE COSTUME DEPARTMENT DURING FITTINGS BY CHECKING IN BACKGROUND ARTISTS
- IDEATED BACKGROUND ARTISTS MOVEMENTS ALONGSIDE THE 2ND 2ND ASSISTANT DIRECTOR
- ASSISTED IN CREATING THE BACKGROUND BREAKDOWN FOR THE PRODUCTION REPORT AND CREATING WORK VOUCHERS AT WRAP

Office Production Assistant | Ntertain

OCTOBER 2021 – DECEMBER 2021

MIAMI, FL

- ORGANIZED AND LOGGED THE SHOW'S EXPENSES AS WELL AS EACH CREW MEMBERS' START PAPERWORK
- COORDINATED AND EXECUTED MEETINGS BETWEEN OUR PRODUCERS, DIRECTORS, CAST, AND EXECUTIVES
- GENERAL OFFICE TASKS, SUCH AS: ORDERED LUNCHES, GREETED VIPS, UPDATED CREW LIST, AND MANAGED THE PRODUCTION CALENDAR

Key On-Set COVID Production Assistant | HBO

MAY 2021 – OCTOBER 2021

LOS ANGELES, CA

- IDEATED PLANS WITH HEALTH AND SAFETY DEPARTMENT HEADS TO ENSURE THE CREW IS WORKING IN A HEALTHY AND SAFE ENVIRONMENT IN LINE WITH THE CURRENT AGREEMENTS MADE BETWEEN UNIONS AND WARNERMEDIA
- ASSIGNED TASKS TO INDIVIDUAL COVID COMPLIANCE PAS TO ENSURE THE CREW IS PRACTICING THE CORRECT SAFETY MEASURES AT EACH LOCATION
- SUPERVISED THE ENTIRE HEALTH AND SAFETY DEPARTMENT ON SET

Key Mask Production Assistant | New Regency Productions

JANUARY 2021 – MARCH 2021

LOS ANGELES, CA

- DEVELOPED AND COORDINATED A PLAN WITH COVID TEAM SUPERVISORS TO MOST EFFICIENTLY AND EFFECTIVELY COLLECT MASKS FROM ACTORS AND BACKGROUND EXTRAS WHILE ON SET
- ENSURED EVERYONE WAS WEARING CDC-APPROVED KN-95 AND KF-94 MASKS WHILE OBSERVING COVID SAFETY STANDARDS
- TRAINED OTHER MASK ASSISTANTS WHILE DELEGATING TASKS TO THEM

Talent Coordinator | ITV America

AUGUST 2020 – SEPTEMBER 2020

LAS VEGAS, NV

- ENSURED CAST MEMBERS ARRIVE AT THEIR INTERVIEWS AND PHOTO SHOOTS ON TIME
- SUPERVISED THE HEALTH AND EMOTIONAL WELL-BEING OF INDIVIDUAL CAST MEMBERS ON LOCATION DURING QUARANTINE
- PROVIDED AN OPEN COMMUNICATION PIPELINE BETWEEN EXECUTIVES AND INDIVIDUAL CAST MEMBERS

Production Assistant | Freelance

JULY 2019 – MARCH 2020

LOS ANGELES, CA

- SUPPORTED ENTIRE PRODUCTION CREWS THROUGHOUT ALL STAGES OF PRINCIPAL PHOTOGRAPHY TO GUARANTEE THE PRODUCTION RAN SMOOTHLY AND EFFICIENTLY
- GENERAL PRODUCTION ASSISTANT TASKS, SUCH AS: ASSISTING THE TALENT AND HELPING THE CREW SET UP EQUIPMENT FOR THE NEXT SHOT AND/OR SCENE

Volunteer Coordinator | IsraFest Foundation, Inc

OCTOBER 2019 – DECEMBER 2019

LOS ANGELES, CA

- OFFERED ADMINISTRATIVE SUPPORT TO THE PROJECT MANAGER AND FESTIVAL COORDINATORS
- ASSISTED COORDINATOR WITH MANAGING AND CONNECTING WITH THE VOLUNTEERS
- DEVELOPED AND DISTRIBUTED FLYERS AND OTHER MARKETING MATERIALS FOR THE 33RD ISRAEL FILM FESTIVAL

Producer | Consultation Room 125

NOVEMBER 2019

LOS ANGELES, CA

- SELF-FINANCED AND INDEPENDENTLY FINANCED A SHORT FILM WITH A TEAM OF THIRTY CAST AND CREW
- WROTE AND DEVELOPED CONTRACTS AS WELL AS AGREEMENTS FOR ACTORS, CREW MEMBERS AND LOCATIONS

EDUCATION

ELON UNIVERSITY – SCHOOL OF COMMUNICATIONS, ELON, NC

BACHELOR OF ARTS: CINEMA AND TELEVISION ARTS

MINOR: ENTREPRENEURSHIP

MAY 2019

SKILLS

- FINAL CUT PRO, MOTION 5, MICROSOFT OFFICE, ADOBE CREATIVE CLOUD, BRACKETS, FINAL DRAFT, BLENDER, MOVIE MAGIC BUDGETING, MOVIE MAGIC SCHEDULING, CINEMA 4D, G-SUITE, FACEBOOK, INSTAGRAM, SNAPCHAT, TWITTER, LINKEDIN