

Cara E. Murphy

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Skills

EP Budgeting & Scheduling	Proficient in both MAC & PC
Preparing Business Plans	Screenwriting on <i>Final Draft Software</i>
Drafting & Reading Contracts	Well-educated with Microsoft Office Word & Excel
Breakdown of a Feature Length Script	Extensive Knowledge of Production Office & On-set Procedures
Sphere & Purchase Manager – Account Software Programs	Archibus & Smartsheet – Workflow/Order Management Software Programs

Producer/Line Producer WTRS – KINO FLO CELEB IKON LAUNCH April 2024-May 2024	Executive Producer/Director: Kristian Lawing Roadworthy Films Trade Show (30 seconds)	Created an organizational system for all documentation, created/managed the budget, managed vendors/equipment bookings, and finalized all legal contracts for locations, crew, and cast.
Budget Estimator YOU'RE DATING A NARCISSIST June 2023 – October 2023	Writer/Director: Anne Marie Allison Cool Girl Productions LLC Comedy Feature Length Film	Created script breakdown, provided a best-case scenario schedule, and provided 3 different level budgets with cash flow document of how and when monies would be spent.
Production Logistics Operations Lead STUDIO LOT November 2020 – October 2022	Vice President Facilities Ops & Eng: Matt Berbee NBC Universal Facility Operations Systems & Technology	Organized Work Request Submission Email & One Drive Files to Create Billing Tracker Workflow & Metrics in Smartsheet Software to showcase Revenue, Write Off, Left to Bill, YTD, & Profit Financials
Assistant Production Manager for Controller HALLOWEEN HORROR NIGHTS 2018-2020 August 2018-August 2020	Production Manager: Laura Patterson Universal Studios Hollywood Theme Park Entertainment	Communicated with vendors about estimates, POs, & invoice payment; made sure that costs were hitting the budget properly, & maintained financial documentation
Line Producer/Production Manager THE BLEND Episodes 1-2 May 2018 – July 2018	Executive Producer: Lavonda Rouse Collaborative Effort Entertainment Talk Show (2 Episodes, 42 minutes live to tape)	Communicated with all vendors, crew, & cast; finalize all legal contracts with crew & cast; provide schedules & agendas for all meetings, rehearsals, & filming dates.
Line Producer UNA GREAT MOVIE November 2017-April 2018	Producer: Jennifer Sharp A Great Movie, LLC Comedy Feature Length Film	Managed the LA Shoot budget; created cost reports; managed vendors/equipment bookings; and finalized all legal contracts for locations, crew, and cast.
Training Instructor ANTELOPE VALLEY MEDIA TEACHER TRAINING October 2017	President: Michael Tringe CreatorUp Inc. Digital Storytelling Academy	Co-taught a professional development class to high school media teachers. Topics included: Digital Media landscape/storytelling, TV/Web, Niche, YT Channels.
Studio Manager S71 BURBANK STUDIO May 2015 – September 2017	Head of Production: Chuck Kaiton Studio71/Global Media Company for Creators Represents 1300 YouTube Channels	Organized and designed layout of the building from the stages to offices to furniture distribution; created policies and systems for parking, keys, overhead building vendors, and equipment/space rental; and gave tours for creators.
Line Producer PAID ATTENTION August – September 2017	Producer: Chris Guerrero Studio71 Web Series (5 Episodes, 10 min. videos)	Created lock down process for hidden camera game show as well as oversaw legal process; managed the budget/vendors/equipment bookings; created cost reports; hired crew; and created schedules/call sheets.
Producer/Director COTTON 2017 Pre-Roll Campaign July – September 2017	Brand Managers: Mychel Peoples & Jack Pollock Studio71 Commercials (2 -30 sec. videos)	Designed interview sets and shots; managed the budget; created cost reports; managed vendors/equipment bookings; hired crew; oversaw editing; and created schedules/call sheets.
Production Supervisor/Line Producer LOGAN PAUL VS. SEASON 1 & 2 June 2016 – July 2017	Producer: Catie Bellinger Studio71 Web Series (20 Episodes, 10 min. videos)	Oversaw all travel; managed the Season 2 budget; created cost reports; managed vendors/equipment bookings; and helped with deliverables delivery.
Line Producer HAWAIIAN TROPIC – ALOHA THERAPY February – April 2017	Producer: Melissa Pawnshing Studio71 Web Content (5 -5 min. videos)	Managed the budget; created cost reports; managed vendors/equipment bookings; handled location permit; managed all travel; and created schedules/call sheets.
Line Producer NUTRIBULLET 2017 HOLIDAY CAMPAIGN October – December 2016	Producer/Brand Manager: Jack Pollock Studio71 Commercials (3 -2 min. videos, 3– 30 sec. videos)	Created/oversaw the budget; created cost reports; managed vendors/equipment bookings; hired crew; oversaw the creative build of the kitchen set; and created schedules/call sheets.
Production Supervisor/Line Producer BRIDES LIVE WEDDING 2015/2016 Season 2015: June 2015, Season 2016: April-July 2016	Producer: Bex Sirmons & Hala Alsalman Collective Digital Studio/Studio71 Web Series (10 Episodes, 5 min. videos)	Managed the budget; created cost reports; managed vendors/equipment bookings; hired crew; handle all travel & Carne; and created schedules/call sheets
Line Producer THE FRED CHANNEL SEASONS 1-3 June 2014 – May 2015	Producer: Brian Morrison, Peter Vass, & Ben Giroux Collective Digital Studio Web Series (96 Episodes, 5 min. videos)	Created budgets & cost reports; managed vendors; hired crew & cast; booked locations; oversaw editing approvals, schedules, brainstorming/pitching concepts.

Education

University of North Carolina School of the Arts – Bachelors of Fine Arts in Film Production
Watkins College of Art and Design Film School – Film Program