

OLIVIA GRAFF

903-578-4464 | oliviagraff90@icloud.com | www.linkedin.com/in/olivia-graff | @graff.tapes

EXPERIENCE

Film Savannah Intern

The Savannah Film Commission

- Production Tracking & Reporting: Monitored and documented the status of ongoing and past film productions by creating monthly reports.
- Phone Skills: covered and managed the front desk
- Budget Reports: Assisted with the preparation and organization of budget reports

Social Media Manager

Thrive Catering

- Short-Form Video Production: Create content to boost engagement
- Strategy and Analytics: Monitor performance analytics, and manage campaigns
- Content Creation & Scheduling: Produce, schedule, and manage content, ensuring

Lead Producer

Savannah College of Art and Design: The Senior Acting Showcase

- Budget Development & Management: Tracking and managing the distribution of funds
- Team Building & Management: Assemble and lead a team of professionals and students.
- Scheduling & Logistics: Manage the production timeline and scheduling.

Stagehand

The Enmarket Arena

- Executed instructions in a fast paced environment
- Responsible for loading and unloading stage equipment
- Assembled and dismantled the arena with a team for concerts (trusts, sound systems, sets)

Production Assistant

Institute Pictures

- Office PA: handled the distribution of lunch to 6 camera units and collected walkies

SKILLS

Canva | Google Suite | Microsoft Office | Script Coverage | Luminate | IMDBPro
Project management | Phone Etiquette | Concept Development | Communication |
Attention to detail | Confidentiality | Optimization | Fast paced environments

EDUCATION

Savannah College of Art and Design | 2022 - Present

Bachelor of Arts | Major in Film and TV | Minor in Dramatic Writing