

**OLIVER SYKES**  
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## **HIGHLIGHTS OF QUALIFICATIONS**

- Background in research, office support, and coordination for the entertainment industry
- Demonstrated ability to compile and present information effectively
- Experienced in managing the resources and elements of film production
- Excellent communication skills; fluent in English and French
- Proficient in Microsoft Office, Google Sheets, and Avid; type 50 words per minute

## **SKILLS AND EXPERIENCE**

### **Research**

- Investigated locations, resources, and government subsidies for international co-productions
- Managed contracts and legal documents for national news affiliates
- Compiled reports for environmental attorneys litigating public pollution cases

### **Office Support**

- Drafted, collated, and distributed correspondence and official legal documents
- Managed heavy phones and a high volume of client contact, providing resources and forms as needed

### **Coordination**

- Organized meetings and discussions between producers and post houses
- Raised \$11,000 on Indiegogo to create a production team for an independent film
- Delivered elements for editors, ordered tape stock, black encoded stock, made dubs and digitized
- Stored, tracked, and distributed all forms of media for post production vaults

## **EMPLOYMENT HISTORY**

<b>Intern, Silent Light Pictures, Los Angeles, CA</b>	2014 - 2015
<b>Sales Manager, Jersey Mike's, Burbank, CA</b>	2013
<b>Intern, Alpha Dogs, Inc., Burbank, CA</b>	2012
<b>Production Assistant, Lakeshore Entertainment, Los Angeles, CA</b>	2010 - 2011
<b>Legal Assistant, Fox Television Stations, Inc., Los Angeles, CA</b>	2008 - 2009
<b>Vault Librarian, Matchframe Video, Burbank, CA</b>	2006 - 2007
<b>Production Assistant, Filmcore, Inc., Santa Monica, CA</b>	2004 - 2005

## **EDUCATION**

**BA, Government, Cornell University, Ithaca, NY**