

# Charlie Humbert

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## WORK EXPERIENCE

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### Nickelodeon Animation Studio

June 2024 – August 2024

*Asset Library and Archives Intern*

*Burbank, CA*

- Maintain physical assets for art galleries and offsite storage
- Assess, reorganize, and rehouse collected materials from vendor studio dating back to 1991
- Add to and maintain digital database using FileMaker Pro
- Coordinated with production staff to complete asset requests using VMS web
- Developed a streaming platform concept for Nickelodeon as part of a group project

### Black Valley Films

Aug. 2023 – Dec. 2023

*Intern*

*Los Angeles, CA*

- Reorganized file system for FireWire and USB hard drives dating back to 2002
- Created and maintained office supplies inventory
- Migrated sales CRM from Google Sheets to Airtable
- Dealt with client relations, made phone calls, and sent sales emails

### LaRosa's Pizzeria

July 2018 – July 2021

*Delivery Driver and Pizza Cook*

*Cincinnati, OH*

## PRODUCTION EXPERIENCE

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### “Potent Potions”

Aug. 2023 – Dec. 2023

*Director*

*Los Angeles, CA*

- Led team of 15+ people and arranged weekly meetings
- Selected lead actors from list of 400+ applicants
- Blocked and guided actors during three-day shoot

### “Oil 2000”

Aug. 2023 – Dec. 2023

*Director/Writer*

*Athens, OH*

- Wrote script, made shotlist, selected actors, and raised \$500 through GoFundMe
- Co-edited and assisted with color grading in Adobe Premiere Pro

## EDUCATION

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### Ohio University

May 2024

*Bachelor of Science in Communication*

*Athens, OH*

- Vice President of Rough Cut Collective (student-run production group)
  - Worked on 10+ short films over a three-year period
- Film Screener for Athens International Film + Video Festival

## SKILLS

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- **Production Tools:** Adobe Creative Cloud, Microsoft Office, Airtable, FileMaker Pro, Google Drive, macOS, Windows, Slack, Wrike, VMS Web, DaVinci Resolve, HandBrake, VLC, JavaScript, HTML
- **Soft Skills:** Fast learner, organized, prompt communicator, team player, attentive to detail, adaptable
- **Interests:** Reading, hiking, filmmaking, film and TV research, TV program scheduling