

MICHAEL MCCALLUM

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EXECUTIVE SUMMARY

International experience working in media production and management, in Los Angeles, USA. I have built a detailed understanding of the industry having held positions in areas such as Production Assistant, Video Production, Director, Producer, and Video Editor. I am both detailed in terms of being hands-on operationally as well as continuously developing management skills to complement my degree in Business Administration and have experience in marketing campaigns and advertising videos. I am currently completing a six-month intense course in web development that will help me pursue a career as a Junior Web Developer.

EDUCATION

University of Oklahoma, Norman, OK

- Bachelor of Journalism, Major in Creative Media & Communication Productions, Minor in Business Administration, May 2016, GPA: 3.2

SKILLS

- Hands-on experience in Production Roles
- Effective communication with individuals while simultaneously building credibility and positive rapport
- Ability to take direction and make rational decision under pressure
- Programming/Web: Ruby, Ruby on Rails, HTML, CSS, SASS, Bootstrap, JavaScript, and GitHub
- Software: Premiere Pro, After Effects, Photoshop, Avid Media Composer, and Microsoft Office
- Languages: Fully fluent in English and Spanish

PROFESSIONAL EXPERIENCE

Coder Academy - Programming Fast Track Course, Sydney, Australia

August 2018 – March 2019 (*In progress*)

Sweet & Salt Productions - “Kat Von D. Beauty Videos”, Los Angeles, CA, USA

Production Assistant, Talent Services, June 2017 – December 2017

- Demonstrated capacity to provide comprehensive support for talent, excel at scheduling meetings, coordinate travel, and manage all essential tasks
- Guaranteed high-uncertainty production success by monitoring efforts closely on a tight schedule
- Relied upon for priority and sensitive tasks, such as personal care and on-site management for Kat Von D.

Magical Elves Productions - “Top Chef Jr.”, Los Angeles, CA, USA

Production Assistant, May 2017 – August 2017

- Coordinated culinary inventory orders and office supplies for production staff
- Oversaw timesheets were completed and delivered to all production staff
- Responsible for preparing reports and entering data into computer records
- Organized and submitted ticket buys from show audience for the department
- Ensured day-to-day duties were met

Netflix - “Real Rob”, Los Angeles, CA, USA

Production Assistant, August 2016 – April 2017

- Established a good work relationship with other departments, Editorial, Casting, Accounting, Talent Management, PR, and Marketing
- Organized and maintained all paperwork efficiently, i.e. payroll, talent and location releases, SAG, and parking permits
- Assisted in developing drafted storyboards, scripts, shot lists and schedules to support media initiatives
- Cooperated with producers and studio team in daily story production based on the specialization