

Christina Terrell

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Producer

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Hello. I've been producing video, web, and radio spots for more than a decade. As an in-house producer, I manage concurrent projects from concept to delivery. In a freelance role, I deliver whatever is requested. For me, the joy is in the process, piecing all the moving parts together to bring a production to life.

Overview

Energetic organizer with a keen eye for details. Recognized as a go-to source for making quick, quality decisions. Gifted with the ability to remain calm, focused, and on-task in a fast-paced, high-stress environment. Adept at both taking and giving direction. Plugged into a network of vetted resources. Highly goal-oriented.

Experience

Freelance / Producer, Production Coordinator

EAGERLY ACCEPT PROJECTS AS SCHEDULE ALLOWS, BASED IN BIRMINGHAM, AL

Most recent: Locations and Casting for [Traveling While Black](#), directed by Oscar-winning director Roger Ross Williams

Production Coordinator Assistant on [Inheritance](#), a film shot in Birmingham by White Comet Productions of Salt Lake City, UT. Responsible for crew accommodations, general office administration, creation and distribution of production paperwork, such as sides, DOODs, and one-liners. Assisted with transpo & accounting.

Bob Miller Media / Studio Manager, Production Coordinator

JANUARY 2019 - PRESENT, BIRMINGHAM, AL

Produce documentaries, films, and commercial projects for Emmy-nominated director. Supervise studio operations, administration, and maintenance.

Lewis Communications / Producer, Content Manager

AUGUST 2008 - JANUARY 2019, BIRMINGHAM, AL

Oversaw production of award-winning TV, video, web, and radio spots for one of the Southeast's largest full-service marketing, branding, and interactive agencies. Delivered multi-million dollar productions on-time and on budget.

Detailed overview:

- *Management/Supervision:* Ensured videographers remained on schedule on location. Acted as a liaison between production crew, internal departments, and clients. Sourced, vetted, and hired audio producers, composers, directors, editors, stylists, and other vendors.
- *Coordination:* Secured travel arrangements, hotel, and transportation accommodations. Created travel memos. Compiled estimates and purchase orders. Collected invoices. Obtained talent releases. Maintained records. Led or attended relevant meetings. Organized and distributed call sheets. Built and maintained production schedules and monitored the workload of

- video/editing crew, pre- and post-production. Assigned ISCI codes. Obtained COI. Maintained equipment warranties. Ensured vendors were paid on time.
- *Grip*: Implemented inventory check-out system. Operated boom as needed.
 - *Accounting*: Formulated and adhered to account team/client budgets. Compiled expenses. Led an ongoing initiative to maximize in-house production capabilities for greater profitability.
 - *Cam Op*: Acted as DJI Osmo operator as necessary.
 - *Art Direction*: Collaborated with creative teams to understand vision. Compiled detailed shot lists for shoots. Planned and hosted prepro meetings and tech scout.
 - *Script Supervision/ Transcriptionist/Editor*: Proofread and edited scripts/copy, transcribed footage and acted as script supervisor as necessary.
 - *Props/Stylist/Wardrobe*: Purchased/created props as required. Styled sets if project budget did not allow for a stylist. Coordinated talent wardrobe.
 - *Casting*: Acquired, hired, and scheduled talent.
 - *Transpo*: Drove rolling truck and transported cast/crew as necessary.
 - *Data management*: Ensured card footage was safely secured onto drives on set during location shoots.
 - *Business Services*: Filled in as courier and office manager, as needed.
 - *Locations*: Conducted and supervised photography/videography scouts. Obtained permission, permits, general insurance, and liability certificates to shoot at locations and/or fly drones. Secured police assistance and road closures.
 - *Content Manager*: Wrote, edited and posted social content that portrayed appropriate brand voice for multiple clients. Managed other team members during production of video, photo, and 3D social content.

Life Experience

Active member of the Birmingham Born Doula collective, working as a postpartum doula & educator

Volunteered at Crisis Center/Rape Response as an on-call advocate.

Developed and nurtured interpersonal skills through work as a realtor, receptionist, and shipping & receiving manager. Gained experience working with animals as a veterinary technician and horse trainer.

Familiar with project management platforms, including Slack, Basecamp, Contently, and Aqua. Proficient in Microsoft Office Suite and Google Drive.

Education

The University of Alabama at Birmingham / B.A, Sociology
GRADUATED 2014. GPA: 3.8

Honors: Psi Chi International Honor Society, National Honor Society of Leadership & Success, Dean's List

References provided upon request.