

Barbara Tatum

Production Assistant

Profile

Recent Entertainment Business Bachelor's and Master's degree Graduate with 1 ½ years indie film Intern Unit Production Manager experience. Experienced in managing the budget, overseeing all operations, negotiation, hiring and knowledge of entertainment law. Proficient in marketing strategies, Studiobinder, and spreadsheets. Seeking PA opportunity to continue gaining valuable experience in film/TV production to pursue a Producing career.

Employment History

Freelance/Relevant Experience

Creator/Line Producer/Producer of Reality Show

April 2021- September 2021

- [WITL](#) Reality Show green-lit based on Casting and in negotiations with Major Networks, Atlanta, GA

Director – The Rude Boys Music Video [Believe In Love](#), [This Christmas](#)

May 2012 and Dec 2014

Ray of Hope Church, Atlanta, GA – March 2000-October 2013

- Videotaping/directing camera operator during service

1st AD/Co-Producer – Short film “[Cruzin](#)” turn a \$10,000 budget to a production value of \$100,000!

Senior Duty Manager at Delta Air Line, Atlanta, GA

May 1999 — Retired July 2013

- Supported and managed over 80,000 global users
- Handled Level-2 Escalations pertaining Networks, End User Devices, and Applications at airports.
- Managed 80+ engineers (Desktop Operation) at PAN India Airports & Team Lead (Airport Operations + Service Desk) including Project and Team Management.

Intern Unit Production Manager at Atlanta Dream Team Video and Film - Indie Co., Atlanta, GA

May 2007 — January 2009

- Managed a crew of 10+
- Planned, organized, and budgeted film shoots.
- Scouted and secured approval for scene locations.

Education

Master of Science, Full Sail University, Winter Park, FL

August 2020 — October 2021

Bachelor of Science, Full Sail University, Winter Park, FL

May 2016 — August 2020

Safe Sets COVID-19 Certificate

December 2021

Contact

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<https://tatumstudiosinc.wordpress.com/>

Skills

Technical Skills

IT Operations

Project And Team

Management

Budgets

Schedule

Pre-Production

Planning Production

Post-Production

Location Scouting

Video Lighting Grip Basic

Video Production

Premiere Pro CS6

Studio Equipment

Camera Operator

Control Panel