



Hello! My name is

# Makenna Tuttle

Film Producer and Project Coordinator

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## About Me

Result driven and detail-oriented professional with a Bachelor's degree in Film, and a strong track record in project management and team leadership. Adept at driving operational efficiency, managing cross-functional teams, and overseeing end-to-end production workflows. Expertise in coordinating complex projects, setting and tracking milestones, and ensuring the timely delivery of high-quality outcomes. Currently serving as an Operations Coordinator for an independent artist, where I streamline social media initiatives, optimize resource allocation, and manage competing priorities to meet strategic deadlines and objectives. Proven ability to deliver results in fast-paced, high-pressure environments

## Career Overview

**ARTIST OPERATIONS COORDINATOR** April 2024 – Now

- Coordinate music artist related project tasks ensuring timely completion and high-quality standards, boosting productivity using management software tools
- Enhance artist team communication and morale through regular check-ins, improving efficiency.
- Implement new project management tools, optimizing resource allocation and reducing turnaround times.
- Schedule meetings between clients and music artist for seamless communication and project alignment.
- Facilitate onboarding process for new team members, providing comprehensive training to ensure seamless integration into the team
- Manage project execution and delivery within grants and social media marketing departments, ensuring timely, and successful outcomes

**FILM PRODUCER** December 2022 – Now

- Secure filming locations by negotiating contracts and ensuring compliance with local regulations, enhancing production efficiency.
- Hire and manage a diverse crew, fostering a collaborative environment to maximize creativity and productivity.
- Develop and adhere to a detailed pre-production schedule, ensuring timely completion of all phases of production.
- Coordinate communication between key department heads, facilitating smooth operations and addressing any challenges proactively.
- Assist in organizing shooting days, optimizing schedules to accommodate logistical needs and crew availability.

**PRODUCTION ASSISTANT** February 2024 – April

**VIDEO PRODUCTION INTERN** April 2023 – August

**VIDEO EDITING INTERN** April 2022 – August

## Skills

- ADOBE PREMIERE PRO
- GOOGLE DRIVE SUITE
- MICROSOFT OFFICE SUITE
- EXCEL SPREADSHEETS
- WRIKE
- AVID MEDIA COMPOSER
- SMARTSHET
- MOVIE MAGIC BUDGETING
- STUDIO BINDER
- NOTION
- SLACK
- GOOGLE CHAT/MEET
- PROJECT SCHEDULE CREATION
- PROJECT MANAGEMENT

## Volunteering

- National Society for Black Engineers Chapter Board
- A Moment of Magic Foundation - Video Editor
- Assistant Film Festival Programmer (Athens Internation Film & Video Festival)

## Education

**BACHELOR OF FINE ARTS IN FILM**  
Ohio University