

# Hello! My name is

# Makenna Tuttle



makennatuttle@gmail.com

makennatuttlefilms.com

## **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**

Areia Creative

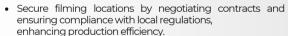
April 2024 – Now

- 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

Freelance

December 2022 - Now



- 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

•

**Emerald City Entertainment** 

February 2024 - April

#### **VIDEO PRODUCTION INTERN**

Hyland Software Inc.

April 2023 – August

#### **VIDEO EDITING INTERN**



Deco Gear

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

