


Jared Hill

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Summary

Experienced Project Manager specializing in both virtual and on-site team events, external vendor hiring with involved travel coordination and A/V video team(s) management.

Experience

Project Manager - Creative Studio Video Team

Protocol Labs

Apr 2022 - Present (11 months)

Recruiting Coordinator - Recruiting Team

Protocol Labs

Sep 2021 - Jul 2022 (11 months)

Project Coordinator of Physical Production

Amblin Partners

Apr 2019 - Sep 2021 (2 years 6 months)

Production Secretary ("Strange Angel", Season 2)

CBS Studios

Dec 2018 - Apr 2019 (5 months)

Office Production Assistant, ("Once Upon a Time in Hollywood", Feature)

Sony

May 2018 - Dec 2018 (8 months)

Office Production Assistant ("Sorry For Your Loss", Season 1)

Facebook

Mar 2018 - May 2018 (3 months)

Office Production Assistant ("Criminal Minds", Seasons 12/13)

Disney General Entertainment Content

Jun 2016 - Mar 2018 (1 year 10 months)

Costume Assistant ("City of Lies", Feature)

Good Films Ltd.

Nov 2016 - Mar 2017 (5 months)



Costume Assistant ("Murder in the First", Season 3)

TNT

Jan 2016 - Jun 2016 (6 months)



Set Production Assistant

The Asylum

Oct 2015 - Dec 2015 (3 months)



Legal Secretary

The Law Offices of Michael J. Mack

Jan 2014 - Jan 2015 (1 year 1 month)

- Assisted owner of firm specializing in criminal law, including rolling calls, scheduling, and maintaining files

- Handled sensitive documents; proofread, summarized, and organized contracts and other legal records



Library Support Staff

Alexander County Public Library

Jan 2013 - Jan 2014 (1 year 1 month)

- Managed entire DVD/VHS section
- Chose what electronic materials were to be discarded or added
- Documented and photographed library events for online platforms
- Registered new users and patrons into the county library system
- Navigated users through troubleshooting issues that occur



Assistant to Publicist

Encounters Documentary Film Festival

May 2009 - 2009 (less than a year)

- Updated website daily
- Wrote an intern handbook for better organization of future staff
- Organized advertisements for radio spots and street displays
- Assisted publicist during festival circuit
- Ran various errands to assist guests, filmmakers, and staff

Education



University of North Carolina at Greensboro

Bachelor of Arts (B.A.), Media Studies: Film and Video Production

2007 - 2012

Skills

Social Media • Microsoft Office • Final Cut Pro • PowerPoint • Video Editing • Editing • Video Production • Customer Service • Public Relations • Event Planning