

BERNICE MILLER

📞 336-528-9522

✉️ bernicemiller@gmail.com

📍 Winston-Salem, NC 27106

IMDb <http://imdb.me/bernicemiller>

As a professional visionary and facilitator with 14 years of experience in the film and television industry, I have held diverse roles that showcase my versatility and expertise. Whether working as a production assistant or a producer, I bring the same level of dedication and hard work to every project. I am excited to collaborate and help bring your creative vision to life!

SKILLS

- Verbal and Written Communication
- Analytical Thinking and Innovation
- Interdepartmental Coordination
- Project, Budget, and Time Management
- Leadership and Team Management
- Productivity Suites
- Administrative Support
- Scenearchive, CASHét
- Movie Magic Budgeting & Scheduling
- Familiar with Canva, Advid, Final Cut Pro
- Technical Proficiency and Digital Literacy
- Digital Content Production
- Creativity and Originality
- 65 WPM, 20k KPH

EDUCATION

August 2010 - May 2013

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS

Producing and Screenwriting

June 2002 - December 2005

UNIVERSITY OF SOUTH CAROLINA

BA Journalism and Mass Communications,

Business Administration minor

TV EXPERIENCE

MY BIG FAT FABULOUS LIFE [2023-2024] - Field Producer

Season 10,11 TLC Network | Pilgrim Media Group

ZOMBIE HOUSE FLIPPING (TAMPA) [2022] - Field Producer

Season 1, A&E | Pilgrim Media Group

FREE ENTERPRISE [2022] - Field Producer

Season 2, ABC | Litton Entertainment

50/50 Flip [2022] - Field Producer

Season 1, A&E | Six West Media

THE DOG GAMES [2020-2021] - Segment Producer

Discovery+ | Pilgrim Media Group

SERMON ON THE MOUNT [2019] - First Assistant Director

TV Documentary, HBO

MY BIG FAT FABULOUS LIFE [2018-2022] - Segment Producer

Season 5, 6, 7, 8, & 9, TLC | Pilgrim Media Group

FILM EXPERIENCE

THE EYES OF TAMMY FAYE [2021] - Payroll Clerk

A CHRISTMAS LOVE STORY [2019] - Accounting Clerk

HOPE'S WISH - Assistant to Laurie Collyer

JUANITA [2017] - Production Coordinator

THREE BILLBOARDS OUTSIDE EBBING, MISSOURI [2017] -

Assistant to Frances McDormand

THE LAST WORD [2016] - Assistant to Shirley MacLaine

SHIFTING GEARS [2015] - Production Coordinator

THE DISAPPOINTMENTS ROOM [2015] -

Production Secretary / Travel Coordinator

SHE'S FUNNY THAT WAY [2014] -

Assistant to Peter Bogdanovich

WHAT REMAINS [2013] (Short) - Producer

Finalist in the Academy of Motion Picture Arts and Sciences' 41st Student Academy Awards

PROFESSIONAL EXPERIENCE

ADJUNCT PROFESSOR - FALL 2023

University of North Carolina School of the Arts, Winston Salem, NC

- Taught producing to freshman filmmaking students, providing them with a foundational understanding of the production process. Covered topics such as budgeting, scheduling, and project management, while mentoring students through hands-on projects to develop their practical skills and industry knowledge.

LITERARY ASSISTANT - 2016-2017

Circle of Confusion, Los Angeles, CA

- Maintained the desk of literary manager Susan Solomon-Shapiro by rolling calls, scheduling, maintaining relationships with clients, handling submissions, and managing expenses.

PERSONAL ASSISTANT - 2011-2015

Peter Bogdanovich, Winston-Salem, NC; New York, NY; Los Angeles, CA

- Provided personal assistant responsibilities on and off set, offered suggestions influencing creative decisions, and collaborated with the award-winning director and bestselling author in transcribing his final book and maintaining his blog on Indiewire.com.

INTERN / RUNNER - 2011

Vertigo Films, London, United Kingdom

- Executed PR and marketing tactics for the release of HORRID HENRY [2011], assisted editor Tim Murrell with finding aerial stock footage for STREETDANCE 2 [2011], and met and greeted distributors for A NIGHT IN THE WOODS [2011], private screening.

RADIO PERSONALITY - 2006-2009

Clear Channel Radio, 98.3 FM The Beat, Columbus, GA

- Hosted a 2-hour Sunday morning radio show: conducted live interviews, conceived and edited radio spots using Adobe Audition, and managed automation with RCS NexGen. Planned concerts with over 500 attendees, coordinating artists, venues, hotels, transportation, and press releases.

RESIDENTIAL LISTER - 2007-2009

Tyler Technologies, Atlanta, GA, Macon, GA, Jasper, IN

- Initially responsible for data entry in the Integrated Assessment System (IAS), duties expanded as a residential lister to include a comprehensive evaluation of residential properties, where I was responsible for determining their grade and condition.

SALES COORDINATOR - 2006-2007

Ledger-Enquirer Newspaper, Columbus, GA

- Coordinated two automotive sales representatives, organized and ran weekly/monthly reports, ordered supplies, answered multi-line phones to obtain employment and classified ads, designed ads, obituaries, legal and wedding announcements; scanned, edited graphics, proofed ads, pagination, faxed, filed, and trained other employees.