

Steven Havira

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A highly motivated creative young professional, with a near-term goal of seeking continued education in film & television production. And a long-term career objective to become a producer/director.

Professional Film Experience:

Personal Assistant to Mr. Chandler & Assistant to Cast

Cincinnati, OH
2014

"Carol" (Cate Blanchett, Rooney Mara, Kyle Chandler)

- Assistant to Mr. Chandler, inclusive of scheduling and facilitating pre-production/rehearsal appointments, maintaining dialogue with his management team regarding professional obligations, and serving all requests in a professional and detailed manner.
- Provided comprehensive aid to supporting cast members through transportation to and from airport, hotel accommodations, pre-production appointments and set.

Assistant to Producers & Personal Assistant to Ms. DaCosta

New Orleans, LA
2013

"The Bag Man" (Robert DeNiro, John Cusack, Rebecca DaCosta)

- Under the direction of the Line Producer and Unit Production Manager, I maintained production office systems, organized the filing of cast & crew contracts, production data and assisted in the close out of the production office.
- Managed Ms. DaCosta's film production related affairs. Specifically, I ensured the requirements of scheduling, contractual arrangements and personal requests were followed and met with the highest standards.

Assistant to Director

Los Angeles, CA
2012

"Shifter" (Short)

- Worked in detailed consultation with the director ensuring all key pre-production requirements were arranged. Acted as liaison between the production office and director throughout production and post-production process.

Assistant to Producers

Savannah, GA
2012

"Breaking at the Edge" (Milo Ventimiglia, Lou Gossett Jr.)

- Managed on-set coordinations, vendor relations, transportation logistics, actor contractual commitments and public relation initiatives.

Assistant to Producers & Assistant to Still Photographer

Cincinnati, OH
2011

"Seven Below" (Val Kilmer, Ving Rhames)

- Sourced and procured significant staging prop assets for key action scenes.
- Second camera videographer/photographer. Developed and co-produced behind the scenes footage and Electronic Press Kit content.

Additional Experience:

TLC's "Extreme Couponer's"
Set Production Assistant
Cincinnati, Ohio Fall 2012

Production Skill:

Adobe CS6: Photoshop, Illustrator,
After Effects, Audition, Premiere Pro,
Lightroom. Final Draft.

Education:

University of Cincinnati
College of Design, Architecture, Art & Planning
BFA Fine-Arts 2011

TLC's "Cell Block 6: Female Lockup"
Set Production Assistant
Cincinnati, Ohio Fall 2012