

RASHAAN ANTHONY HOLLOWAY

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WORK EXPERIENCE:

Producers Assistant (Promotion)

Formosa Group, Voice Over Services | Burbank, CA

April 2022 – Present

- Support Producers daily management of multiple projects
- Finalize schedules/timelines set by Producers and Clients
- Maintain payment pipeline for talent, directors, and vendors
- Generate call sheets for each project on each recording day
- Generate talent paperwork for payment (invoices, NDAs)
- Process and submit talent paperwork following each session

Production Assistant (Freelance)

Good Planet Innovation | Hollywood, CA

July 2020 – April 2022

- Support Sustainability Coordinator with all on-site ecological production strategies
- Edify innovative & economical ways to implement green-consciousness on shooting sets
- Succor implantation of eco-friendly products and practices
- Complete shoot wrap reports for Office Operations Team

Supervisor of Guest Experiences

Gateway Film Center | Columbus, OH

July 2018 - March 2019

- Managed execution and delivery of guest experiences
- Completed financial auditing summaries
- Assisted in execution of strategic financial budgeting
- Inspected theatre for safety and security; floor general
- Assisted with set up of various events including film festivals, awards parties, and quarterly staff breakfasts

SKILLS:

Software:

°Fadeln, Celtx, Final Draft
°Zoom Video Communications
°Canva Graphics & Design
°Google Workspace

Industry:

°iMDB Pro
°inEntertainment
°Breakdown Express
°Retriever Solutions
°Script Coverage

Microsoft:

°Microsoft Office 365
°Outlook
°Movie Maker
°iMovie (Apple)

Miscellaneous:

°Sales Auditing
°Staff Scheduling
°Morale Building
°Event Planning
°Canon DSLR 70D

Client Services Coordinator

Picture Shop | Burbank, CA

January 2020 – April 2022

- Book/Organize daily meeting schedules of artists' clients
- Purchase and manage inventory for staff of 200+
- Control receipt management related to client requests
- Screen all incoming and transfer phone calls
- Directs inflow and outflow of clients
- Facilitate office setup of executive and editor suites

Manager of Ticket Center (Promotion)

Gateway Film Center | Columbus, OH

March 2019 - August 2019

- First point of contact to external and internal customers
- Audit showtime schedules on company website
- Assist managing and marketing ticket sales
- Administered customers' memberships
- Coached and trained staff members
- Assisted Director of Staff with hiring new employees
- Maintained positive workplace and community relations

INTERNSHIP EXPERIENCE:

Development Intern

Stagecoach Entertainment

January 2018 - May 2018 | Los Angeles, CA

- Script coverage ("The Eddy," "The Neighborhood")
- Preparatory analysis of feature films and TV pilots
- Screened and managed phone calls from clients
- Trained new/incoming interns
- Ordered and framed office posters
- Executed recording minutes and notes in company meetings
- Researched various industry projects and insiders

Intern Assistant

Cohesive Entertainment Group

March 2018 - May 2018 | Los Angeles, CA

- Completed audition tracking and bookings
- Arrange audition calendar
- Submit acting clients for roles
- Edited demo and sizzle reels
- Data entry, faxing, filing
- Print client resumes and headshots
- Scanned and distributed check authorizations

EDUCATION/ACADEMIC EXPERIENCES:

Ohio University (2014-2018)

Major: Bachelor of Specialized Studies - Media Management

- *Unanimously selected as sole screenwriter in reputable OU-in-LA Entertainment Industry Immersion Program, Spring 2018
- Irene Ryan Acting Scholarship Nominee, for Supporting Role as "Howard" in stage production of "Moon Over Buffalo," 2017
- Founder of "Electronic Media Student Film Festival" - annually serving as Executive Producer in partnership with SpringFest and Wagner Theatre of Ohio University Lancaster
- Awarded "Outstanding Student Leader," Spring 2018

Eastern Gateway Community College (2020-2021)

Degree: Paralegal Certification

- Completed and passed all courses with 4.0 GPA
- National Society of Collegiate Scholars (NSCS) Invitee