

# BRITTANY TOMKIN

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## VIDEO PRODUCTION EXPERIENCE

### LEOPARD USA

Production Company for *House Hunters International* on HGTV

New York, NY

November 2019-April 2020

*Production Coordinator*

- Coordinated all shoot details with producers, international field crew, and contributors for travel series
- Obtained international permits
- Built complex shoot budgets and tracked expenses
- Booked international travel for field crew
- Wrote risk assessment documents and communicated production status with insurance and legal teams

### VENTANA PRODUCTIONS

Production company that films reality TV, news segments, and corporate projects

New York, NY

June 2016-November 2019

*Associate Producer*

- Communicated with clients and determined needs for labor, film equipment, and rentals
- Developed budgets and SOWs for projects in pre-production
- Reconciled expenses and invoices for all NY-based projects
- Built and distributed call sheets, travel itineraries, COIs, and contracts amongst crew and clientele
- Directed talent during interviews for companies including Bloomberg, Planned Parenthood, and *The Dr. Oz Show*

### MYRTLE & WILLOUGHBY

Award-winning digital comedy series accepted to over a dozen major film festivals

New York, NY

November 2015-April 2019

*Executive Producer, Writer*

- Wrote first season and produced seven, ten minute episodes for digital distribution
- Built and maintained one sheets, call sheets, production bible, and scripts
- Casted actors and hired BTL crew
- Developed budget and reconciled project expenses throughout production
- Scouted locations and negotiated terms of use with vendors
- Oversaw post-production workflow including notes on rough cuts, music, and special effects
- Managed social media marketing outreach, trailer/teaser releases, and festival submissions

### FREELANCE PRODUCTION CREW

Assorted crew on reality TV shows and short film productions

New York, NY

August 2014-February 2016

*Producer, Associate Producer, Coordinator, PA*

- Set crew for television shows such as *Chopped*, *America's Got Talent*, and *Puppy Bowl*
- Organized assets for commercial shoots, including Barnes & Noble, Weight Watchers, Milano Cookies
- Served as set producer on low-budget shorts such as *Blast!*, *Low Budget Sketch Show*, UCB Originals, Funny or Die

### A&E NETWORKS

*Production Coordinator, Ad Sales*

New York, NY

May 2014-August 2014

- Managed and tracked daily workload for producers, editors, ad sales team, and clients
- Handled the ordering and delivery of physical assets including brainstorm writeups, one sheets, scripts, raw footage, GFX packages, and final deliverables
- Created and updated concept catalogues for A&E and FYI projects

### ANIMAL PLANET

*Production Coordinator, Marketing & Ad Sales*

New York, NY

June 2013-May 2014

- Wrote narratives for promo scripts and researched soundbites for episode pulls
- Organized footage and production assets for producers, editors, executives, and clients
- Created episode cutdowns in AVID for short form digital viewing
- Was the last point of contact in providing quality assurance before pushing promos to air
- Created branded memes for social media distribution



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## BLACK SPOT

Post-production promo house

Assistant Producer

- Liaised between editors, networks, and clients regarding promo release schedules
- Managed in-house production assets
- Created PID requests and music usage reports

New York, NY  
November 2012-June 2013

## BRAVO TV

Intern, Production & Development, Original Series

- Pitched ideas for new television shows and features at development meetings
- Screened and provided feedback on pitches and scripts
- Provided notes for rough cuts of episodes
- Assisted producers on set of *Watch What Happens Live*

New York, NY  
May 2011-August 2011

## VH1

Intern, Marketing & Promos

- Wrote and pitched concepts for special television promo blocks
- Screened raw footage for clips and sound bites for scripting
- Provided feedback to producers during editing sessions
- Served as a production assistant on the set of *MTV's First Twitter Jockey Live* show

New York, NY  
May 2010-August 2010

## ADDITIONAL WRITING/CREATIVE EXPERIENCE

Writer, Reductress - satirical women's magazine

Selection Committee, Austin Film Festival - reviewed digital series, features, and shorts for acceptance into festival

Writer, Cool School - Youtube channel with over 1M subscribers targeted towards children

Writer, The Upright Citizen's Brigade Theater - various sketches and comedy shows

Writer, Pitch - Funny or Die's social media joke-writing app

Community Manager/Co-Host, Play You Guys - weekly live comedy game show on Twitch.tv

Writer, Brit&Brit - comedy sketch duo with over 10K views on Youtube

## AWARDS AND RECOGNITION

Winner, Short Form Pitch - Just For Laughs Comedy Festival (Myrtle & Willoughby)

Winner, Best Web Series - Orlando Film Festival (Myrtle & Willoughby)

Winner, Best Writing - Stareable Fest (Myrtle & Willoughby)

Official Selection - Austin Film Festival (Myrtle & Willoughby)

Official Selection - ITVFest (Myrtle & Willoughby)

Winner, Wallace Bradley Johnson Playwriting Award - Hamilton College

Winner, Kellogg Essay Prize - Hamilton College

## EDUCATION

### HAMILTON COLLEGE

Bachelor of Arts in Creative Writing and Theater

Major GPA: 3.82/4.0; Overall GPA: 3.67/4.0; SAT Scores: 2080/2400; ACT Score: 33

Clinton, NY  
2008-2012

## SKILLS

Adobe Premiere; Adobe InDesign; Avid Media Composer; Google Drive; Quickbooks; Microsoft Office; Final Draft; Open Broadcaster Software; XSplit; Twitch; Slack; Studio Suite; Facebook; Twitter; Instagram; NYS Driver's License

## INTERESTS

Screenwriting; Streaming video games on Twitch; developing new ideas for original Twitch shows; Dungeons & Dragons; Reading up on pop-culture websites (The AV Club, Variety, etc.); making comedy sketches; fostering dogs

