



# HANA HOLLOWAY

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## SUMMARY

Film Production Professional with 6 years of experience supporting creative teams in fast-paced environments. Expertise in administrative support, project management, and logistical coordination. Passionate about film programming and connecting audiences with impactful cinematic experiences.

## CONTACT

828-774-9002

hanaholloway@gmail.com

## EDUCATION

### BFA IN THEATRE ARTS

University of North Carolina -  
Greensboro

## SKILLS

Media Production

Directing

Production Coordination

Script Writing

High Level Communication

Journalism

Reporting

Social Media Branding

## REFERENCES

Provided upon request.

## WORK EXPERIENCE

### DIRECTOR, WRITER, COORDINATOR AND EXECUTIVE PRODUCER

Unpretty Pictures | November 2023-November 2024

#### MotherWound

- Supervised and led fundraising money through Indiegogo. Secured a \$5,000 budget.
- Hired 14 staff members for the production.
- Overseeing the production process, including schedules, locations, and props.
- Managed and coordinated craft services and catering.
- Negotiating with local companies for expenses like equipment, musicians, and marketing.
- Overseeing the marketing and distribution of the project.
- Managing social media accounts across Instagram and TikTok. Creating and curating posts to generate profit and audience engagement. Led to 1 video that is at 20k likes and 500k audience reach.
- Implementing efficient production practices to minimize waste and maximize productivity
- Maintained calm under pressure and resolving conflict. Ensuring a safe set.



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## WORK EXPERIENCE

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### EDUCATION

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#### PRODUCTION COORDINATOR

Be Media Production Company | September 2023

##### FASTTRAK PSA

- Organized and administered all aspects of pre-production and on set coordination.
- Location scouted.
- Blocked two streets for set and crew vehicles, and tools.
- Created contact sheets, and coordinated communication between creative and services teams.
- Administered and managed film permits with the City of Oakland Film Commission.

#### PRODUCTION ASSISTANT

Sofi Technology Company | July 2023

##### Sofi - Cheers Spot

- Loaded and unloaded equipment
- Ran errands for video village and actors
- Assisted all departments with set up, load out, and administrative tasks.

#### PRODUCTION ASSISTANT

TCM | August 2023

##### Noir Alley - Narrative Spots

- Loaded and unloaded equipment
- Ran errands for video village and actors
- Coordinated, picked up, and served lunch
- Stood in for actor to help with lighting.
- Administrative duties including but not limited to production coordinating and note taking.



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## WORK EXPERIENCE

### PRODUCTION ASSISTANT

Be Media Production Company | July 2023

Google Hiring Video

- Organized and administered all aspects of pre-production and on set coordination.
- Print and distribute scripts to cast and crew members.
- Run errands as needed.
- Escort actors around film sets.
- Handle and distribute production-related paperwork.
- Organize equipment and other set-related items.
- Perform clerical duties, like answering phone calls and recording expenses.

### DIRECTOR / PRODUCER

Lights, Camera, Learn! | May 2018- May 2020

- Directed and produced three ten minute short films, as well as various promotional content.
- Co-produced and founded *Sawarby Film Festival*, in Tunis, Tunisia. Premiered and produced 5 original independent shorts, managed event from conception to finish.
- Content writing and editing
- Developed and maintained editorial content plan with a team of 10 filmmakers internationally.
- Managed and directed communication, training, and deadlines for films, media, and social media marketing.

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