

TAYLOR BAKKEN

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PROFESSIONAL EXPERIENCE

DIRECTOR/WRITER/PRODUCER

Freelance, Los Angeles, CA / 2018 - Present

- Associate Producer: JUNKIE (2026)
 - Feature Film dir. William Means
- Directed/Wrote WHAT'S THE DEAL WITH BIRDS? (2025)
 - A short film starring Kimia Behpoornia and Chris Pine
 - Official Selection: MSPIFF, RiverRun, Palm Springs ShortsFest, BraveMaker, Footcandle, Indy Shorts Fest, Hollyshorts, PROOF Film Festival, Twin Cities Film Festival, SF Indie Film Festival, McMinnville
 - Award Winner: Fun is Good Comedy Bill Murray Award (chosen by Mr. Murray) at Twin Cities Film Festival
 - Nominations: Best Comedy Short (Palm Springs ShortsFest), Best Female Director (McMinnville Film Festival), Grand Jury Award (McMinnville Film Festival)
- Associate Producer: POOLMAN (2023)
 - Feature Film dir. Chris Pine
- Directed/Wrote THE ORIGIN STORY (OF GERALD THE LEMON) (2020)
 - Completed festival run and won Best Comedy Award at Short. Sweet. Film Festival
- Directed ADVENT CALENDAR (2016)
 - Completed festival run and won Outstanding Experimental Award at Short. Sweet. Film Festival

ASSOCIATE PRODUCER

Wicious Pictures, Los Angeles, CA / Feb. 2022 - Present

- Manages full slate of feature films
- Runs development meetings with writers and directors
- Gives notes to writers, works within development process to aid material
- Creates presentations/decks for all projects
- Partners with other production companies to package projects
- Manages production schedules and top level budgets
- Creates strategies within networks to get projects to the right people
- Runs pitch meetings, talent outreach, packaging process
- Stays up to date on current industry happenings
- Continues to support Patty Jenkins

ASSISTANT TO PATTY JENKINS

Wicious Pictures, Los Angeles, CA / Nov. 2019 - Feb. 2022

- Began assisting Patty with post-production process on WONDER WOMAN 1984 in London
- Assisted on the sets of: ONE PERFECT SHOT (Sept 2021, Netflix, Patty's episode), the ROGUE SQUADRON Announcement Video (Dec 2020) and multiple WB/DC Comic Shoots for Patty's interviews

- Assisted the Wicious Pictures team by partaking in development meetings with writers, offering notes on current projects, and acting as a book scout to bring new IP in
- Performed standard administrative duties, e.g. rolling calls, maintaining call list, managing schedules, booking domestic and international travel, taking meeting notes, correspondence with filmmakers
- Performed standard personal assistant duties, e.g. coffee, errands, driving, house management

ASSISTANT TO SUSAN DOWNEY & ROBERT DOWNEY JR.

Team Downey, Los Angeles, CA / Sept. 2016 – Sept. 2019

- Managed multiple projects from the development phase into production, including PERRY MASON (HBO) and SWEET TOOTH (Hulu)
- Acted as internal book scout for the team, well-versed with Publisher's Marketplace and the book industry
- Broadened Team Downey's network by taking meetings with various writers, directors, and other executives to discuss potential projects
- Evaluated new episodic and feature-length drafts and provides coverage, detailed notes, and verbal feedback
- Broke down the plot/story beats of books and scripts for writer use
- Tracked up-and-coming projects, writers, and directors
- Facilitated hiring process for new interns each semester; managed interns by delegating tasks and scripts for coverage
- Performed standard administrative duties, e.g. rolling calls, maintaining call list (inEntertainment), managing schedules, booking domestic and international travel, taking meeting notes, correspondence with filmmakers

MUSIC TOURING CLERK

Creative Artists Agency, Los Angeles, CA / Feb. 2016 – Sept. 2016

- Issued contracts for client tours
- Received buyer signed contracts and reviewed buyer edits as well as red-lined buyer addendums
- Assisted with general office duties including tour routing and ticket counts

ASSISTANT TO CEO / RECEPTIONIST

Special Artists Agency, Los Angeles, CA / Oct. 2015 – Feb. 2016

- Assisted CEO with travel itineraries, day-to-day schedules, and personal planning
- Managed high-volume calls with the utmost professionalism
- Created breakdowns, suggested talent for clients based on qualifiers

MUSIC PUBLISHING ADMIN ASSISTANT

In the Groove, Minneapolis, MN / Jan. 2015 – Aug. 2015

- Maintained job list to ensure that management was aware of all previous and outstanding work with clients
- Created content for monthly release email blasts through Constant Contact, utilized Photoshop to adjust artwork
- Proof read and signed off on contracts, P.O.s, and Music Rights Agreements
- Tracked all A/R and A/P expenses, issued invoices when necessary and kept a running list of outstanding receivables

ADMIN ASSISTANT / ASSISTANT TO CONTROLLER

First Avenue, Minneapolis, MN / Apr. 2015 – Jan. 2015

- Executed Human Resource responsibilities such as the complete execution of payroll with ADP, health insurance and other benefits, employee on-boarding, and any issues that arose, managed IT issues
- Performed all financial data entry and first read through of financials
- Maintained an easy to read flash financial statement for daily use and tracked company's financial status
- Created and upheld relationships with vendors

E D U C A T I O N

UNIVERSITY OF ST. THOMAS, ST. PAUL, MN - 2012

Music Business & German – Cum Laude

STUDY ABROAD

Australia, AFS, July 2007 - January 2008

Germany, IES, August 2010 – January 2011