

EMILY MILLER

PROFILE

I am a natural-born leader and versatile creative with experience in film development and production, photo/video editing, and design.

EDUCATION

New York University | Dec '20

B.F.A. in Film and Television
Minor in Web Applications & Programming

Booker T. Washington High School for the Performing and Visual Arts | May '17

High School Diploma
Focused in stage management & film

AWARDS

- Tisch Scholarship recipient
- Dean's List scholar, with honors
- Student Producers Award Cohen Fund recipient for an oral film pitch
- Semifinalist in the Student Academy Awards for *Oh Yeah*, a film that I produced

SKILLS

- Highly-organized and detail-oriented
- Perceptive, articulate reader and writer
- Spreadsheets — budget/expense logs, calendars, itineraries, purchase orders
- Coordinating logistics — schedule, rentals, meals, travel and accommodations
- Line Producing, UPM, Assistant Direction
- Story & pitch development, script coverage
- Adobe Creative Suite (Pr, Ps, Lr, Ai, Id)

CONTACT

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EMPLOYMENT EXPERIENCE

NYU Tisch School of the Arts (New York, NY)

COVID-19 Production Coordinator | Apr - May 2021

- I assisted the Associate Chair of Production with coordination of COVID productions, creating a new workflow and liaising between students, faculty, and a COVID Compliance Officer.

Production Center TA | Feb 2019 - Mar 2020

- I welcomed students seeking assistance, manned the front desk phones, and maintained a checkout/return calendar.
- I also worked in the equipment cage, assisting technicians with the organization, cleaning, and maintenance of gear.

Post Production TA | Feb 2018 - Dec 2020

- I gave technical help desk support to students in the editing labs and to technicians with the upkeep of the recording studios.

VOXFILMS (New York, NY)

Creative Developer | Feb - May 2021

- I created pitch decks, show bibles, and social media content for new projects. I also assisted the producers with pitch development.

Dallas Arboretum & Botanical Garden (Dallas, TX)

Production Assistant | Jun - Oct 2020

- I assisted a corporate video producer with schedule oversight and daily progress tracking. I communicated with actors and extras of all ages, enforcing social distancing, mask-wearing, and general safety.

Washington Square Films (New York, NY)

Producer's Assistant | Feb - Mar 2020

- I assisted a Producer and Development Executive with development research, expense reporting, project tracking, and script coverage.

Office Intern | Feb - Aug 2019

- I assisted in office operations, supporting the front desk, facilitating workflows between producers and post-production staff, creating graphics for pitch materials, and covering scripts.

FREELANCE PRODUCTION EXPERIENCE

At NYU, I produced 6 thesis films with a range of scopes, gaining experience in fundraising, casting, pitching, creating budgets and schedules, production and post-production coordination, and more.

Since then, I have been gigging as a PA, UPM, Line Producer, and 1st Assistant Director, bridging the gap between my collegiate experience and professional sets.

You can read more about my projects on my website:

WWW.EMILYMILLER.DEV