

BRITTANY WILCOX

CONTACT

 972.740.7323

 brittany.wilcox@me.com

 Grapevine, TX

SUMMARY

Coordination specialist with over 6 years' experience within live and post video production, film production, news production, and customer service. Organized and detail-oriented with exceptional people skills, thorough, efficient, and hard working.

EDUCATION

University of North Texas
May 2009, Magna Cum Laude

Bachelor of Arts
Radio, Television and Film;
Minor in Spanish

PROFESSIONAL WORK EXPERIENCE

Fellowship Church - Grapevine, TX

Production Communications Coordinator

January 2013 – April 2016

Fellowship Church is one of the ten largest churches in the United States with weekly attendance exceeding 20,000 people across eight campuses located in DFW, East Texas, Florida, and an online campus.

- Communication and Coordination Manager for live and post video production teams across all campuses
- Created and consistently modified all organizational documents, production scripts, and schedules
- Coordinated video production shoot needs (i.e., props, location, actors, crew, schedule, craft services)
- Oversaw and administrated all production staff across three teams
- Led main campus' control room needs for all rehearsals, services, and additional events
- Coordinated all weekend times, service changes, and synchronization of live streaming across all campuses
- Administrative Assistant to the Executive Media Director
- Created, communicated, and edited copy for weekend announcements
- Managed production team's financial paperwork and receipt process
- Contacted and recruited new volunteers
- Quality assurance and testing for app development, OSX and iOS

Elevate Children's Curriculum - Grapevine, TX

Customer Service and Translation Project Manager

June 2011 – January 2013

Elevate Children's Curriculum is created, produced, and distributed by Fellowship Church. Elevate Curriculum is used in over 5,000 churches worldwide.

- Customer service for Elevate Children's Curriculum business office
- Utilized Magento to create accounts, process payments, and keep track of accounts and purchases
- Project manager for French and Spanish translation of curriculum
- Coordinated with translation company to organize and deliver files to be re-created in other languages
- Supervised details, schedules, goals, deadlines, budgets, and careful translation of Biblical content
- Organized, recruited, and scheduled volunteers to proof all translations
- Managed inventory and the duplication process
- Organized and arranged print materials; authored master CD-ROM
- Proofed curriculum materials, marketing emails, and print materials
- Assisted with conferences, events, and customer contacts

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Elevate Children's Curriculum - Grapevine, TX **Production Coordinator**

May 2010 – June 2011

Elevate Children's Curriculum is created, produced, and distributed by Fellowship Church. Elevate Curriculum is used in over 5,000 churches worldwide.

- Coordinated four-week video shoots, every ten weeks, plus additional shoots for church and home editions
- Recruited, scheduled, and supervised all crew members, including unpaid volunteers and paid contractors
- Organized all props, costumes, make up, hair, set design, set printing, and craft services
- Created full detailed prop lists for each scene; oversaw creation of props
- Managed invoices for contractors
- Coordinated and operated studio cameras, teleprompters, lighting, monitors, and production areas
- Participated in creation of new series, video shoots, and scripts
- Proofed curriculum and marketing materials

Agora Entertainment - Irving, TX **Production Secretary**

August 2009 – December 2009

- Managed front reception desk; additional office management and organization
- Assisted company partners, Producer, and Line Producer with maintaining full office schedule, production schedules, talent transportation, hospitality of guests and clients, and accounting assistance
- Assisted Production Coordinator with feature film, music video, commercial, and corporate video production
- Scheduled Production Assistants for each production
- Production Coordinator for several music video productions
- Managed internship program and script submission process
- Assisted Producer and Casting Agent with auditions

KAMR NBC 4 - Amarillo, TX **Floor Director / Camera Operator**

June 2008 – August 2008

- Floor Director for "Today in Amarillo"
- Camera Operator in charge of three studio cameras and movement
- Managed set: teleprompter, lighting, set up and tear down, and talent