

# SH

SCOTIE HULETT

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Orlando, FL

## experience

### Freelance Production

Aug 2020-Present

Locations Mgr, Production Mgr, Producer

### Universal Orlando Resort

2018-2020

Production Manager (Laid off due to COVID-19)

- Manage logistics for internal and external productions; on-location and soundstage
- Balance multiple projects in different production stages at once
- Schedule and manage Production Assistants, Coordinators, Freelancers and additional support staff
- Run interference between External Production Company and Theme Park/Hotel Partners
- Book and act as Park liaison for contracted vendors
- Build and maintain Production Budgets and Schedules
- Show/Networks include: The Today Show, Access Hollywood, Miss America 2.0, Nickelodeon, VH1, WWE, USA

### Universal Creative (P887)

2017-2018

Associate Producer, Media

- Manage Multi-Million Dollar Service Contracts for the Themed Entertainment Industry
- Legal and Contracts Administration through RFP Bid Process
- Manage and Coordinate Vendor Deliverable and Financial Schedules
- Cross coordinating between internal departments: Show, Design, Engineering, Facility, Interiors..etc
- Manage Multiple Projects over various disciplines: Animation, VFX, Live Action, Audio and Translation
- Experience facilitating media production and integration within China
- Experience working with VP's and Directors across multiple IP's and Vendors

### Adrenaline Films Productions Producer,

2014-2017

Coordinator, Intern Supervisor

- Field/Office Coordinating on various production genres; News, Reality, Scripted, Commercial, Corporate
- Book staff crew, freelancers, and production vendors; source start paperwork, invoices, and PO's
- Build and maintain Production Budgets and Schedules
- Creative Input on specific projects
- Experience booking in-studio live shots
- Experience working with Crewing Companies; Crews Control/ Assignment Desk
- Prep/Research and Interview Talent and select sound bytes for edit
- Create and Run Intern Program
- Shows/Networks Include: NASCAR, Nickelodeon, Walgreens, Universal Orlando Resort

### Freelance Production

2010-2014

Coordinator, Casting, PA

- VH1's "Tough Love: New Orleans": Overnight Coordinator
- MTV's "Scrubbing In: S1": Talent Wrangler
- CBS's "The Amazing Race: S24/25": Casting Asst.
- CBS's "Survivor: S29": Casting Asst.
- MTV's "The Real World: S27/28": Casting Asst.
- NBC's "American Ninja Warrior: S4": Casting Asst.
- E!'s "Rich Kids of Beverly Hills: S1": PA
- TLC's "Dream Wedding: Nick & Vanessa": PA
- Disney's "Tomorrowland": Locations PA
- 20th Century Fox's "Toothfairy Two": Locations PA

### Universal Orlando Resort

2011-2013

USFPG – Asst. Coordinator/ PA

- Production Assistant / Office Coordinating support for internal and external productions
- Overall production support for the Production Managers
- Shows include: TNA Wrestling, The Ellen Show, EXTRA, Celebrity Apprentice

## education

- BA of Science; Film – 2010
- Full Sail University
- Development Intern – 2010
- Pink Sneakers Productions

## volunteer

- Big Sister
- Big Brothers Big Sisters of Central Florida

## software

- Trello / Base Camp / ScheduALL / Smartsheet / Google Suite / Microsoft Office

## covid certificates

- SafeSets International - COVID-19 (Level A)
- Health Education Services - COVID 19 Compliance Officer
- John Hopkins University - COVID 19 Contact Tracing

For a list of full credits and portfolio please see LinkedIn: <https://www.linkedin.com/in/scotiehulett/>