

# Nathan Chin

Resume

2054 Evelyn Ave  
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## EXPERIENCE

### **Bluff City Law, Memphis, TN — Additional Production Secretary**

AUGUST 2019 - NOVEMBER 2019

An NBC legal drama; I worked closely with our travel coordinator to facilitate cast and crew travel in and out of Memphis. I communicated with vendors and built purchase orders as well as spreadsheets to log expenses and take inventory of accommodations, rental cars, etc.

### **Christmas at Graceland: Home for the Holidays, Memphis, TN — Travel Coordinator/Production Secretary**

JUNE 2019 - AUGUST 2019

A Hallmark feature film; I coordinated travel for every cast and crew member, found and booked flights/rental cars, and tracked travel expenses. I provided key members of production with travel memos as well as a constantly-updated travel movement. I also facilitated and helped mobilize projects within the office in many different capacities.

### **Christmas at Graceland, Memphis, TN — Office Prod. Assistant**

JULY 2018 - AUGUST 2018

A Hallmark feature film; I did extensive work in the accounting department; lots of sorting, filing, scanning, organizing dropbox files, and processing extras vouchers. Also placed/picked up lunch orders and made runs as needed.

### **Street Outlaws: Memphis, Memphis, TN — Production Assistant**

MAY 2018 - AUGUST 2018

A reality show about street racing; I ran food, drinks, batteries, etc. to the crew and made runs as needed. I also helped set up or break down the set at the beginning/end of each shooting day.

## EDUCATION

August 2015 - May 2018

**University of Memphis, Memphis, TN — Completed Bachelor of Arts, Communication Studies with a concentration in Film & Video Production.**

August 2018 - May 2019

**University of Memphis, Memphis, TN — Completed Master of Arts, Communication & Film.**

## SKILLS

Natural leader  
Problem-solver  
Communication  
Organization  
Purchase Orders  
Vendor experience

## AWARDS

**University of Memphis**  
Dean's List Fall  
2015-Spring 2018

**University of Memphis**  
-Graduated summa cum laude, Bachelor of Arts  
-Graduated summa cum laude, Master of Arts

## REFERENCES

John Ward  
Unit Production Manager,  
BLUFF CITY LAW  
505.231.3819  
13314g@gmail.com

Julie Lighty  
Production Supervisor,  
CHRISTMAS AT  
GRACELAND: HOME FOR  
THE HOLIDAYS  
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