

# CHASE HUGHES

Production Assistant

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## **Professional Experience**

**NOTIONAL** / Production Assistant, *Chopped*, September 2020 to November 2020

- Production Management Department
  - Sourced rush-order wardrobe needs by collaborating with Showrunner, Junior Production Manager, and local vendors.
  - Compiled and edited different versions of the production manual to create a cohesive document for delivery to Junior Production Manager.
  - Collected and processed receipts to ensure prompt reimbursements.
- Talent Department
  - Oversaw hospitality and care of celebrity judges and show host by establishing a professional rapport and anticipating needs.
  - Communicated directly with AD to meet call times and give updates on Talent-related delays.
  - Coordinated specialty catering and maintained personalized craft tables for each judge and show host.

**GOOD EGG ENTERTAINMENT** / Production Assistant, *Chef vs. City*, November 2020

- Worked directly with AD as the sole PA for one-day shoot.
- Ensured that Talent met call times.
- Filled in for extras as needed when rolling.
- Learned fundamentals of field shoots.

**DEWHIRST PROPERTIES** / Leasing Agent, September 2018 to September 2020

- Increased gross annual revenue by over \$120,000.
- Maintained greater than 95% occupancy at all times.
- Facilitated maintenance request fulfillment for more than 500 tenants.
- Handled annual lease renewals for all residential tenants.

**SPACES IN THE CITY** / Administrative Coordinator, June 2013 to September 2018

- Performed administrative functions from email correspondence and lead capturing to scheduling and event planning for all venues, restaurants, and catering clients.
- Worked closely with Event Manager to hand off new clients after initial planning of social and corporate events.

## **Education & Skills**

University of Tennessee, Knoxville | B.A. in English Rhetoric & Writing

Fluent in Spanish