

# ALITA PHILLIPS

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## WORK HISTORY

### **Production Assistant**, HGTV - “House Hunters”

April 2024

- Assisted production crew with set tasks, including greeking, slating, talent management, and maintaining set appearance.
- Arranged and acquired necessary materials for set operations, including crafty, lunch, and separate meal needs for talent.
- Transported and delivered critical end of shoot day materials to FedEx for shipment to post production.

### **Production Assistant**, Stiver, Inc. - “NBA in VR”

January 2024

- Arranged delivery and pick up of essential equipment for on site VR crew.
- Assisted in testing VR headset, providing a viewer’s perspective of the ongoing basketball game for the team.
- Cooperated with stadium staff to provide last minute necessities for the on site crew.

### **Camera Operator**, Gray Media Group

August 2022 - May 2023

- Captured dynamic shots of University of Memphis sports games for ESPN+.
- Maintained proper framing and color balance of Action News 5 anchors for the 2022 PGA tournament.
- Troubleshoot camera, feedback, and audio when technical issues arose.

### **Production Office Assistant**, NBCUniversal - “Young Rock”

August 2022 - February 2023

- Maintained operations in the “Young Rock” production office by corresponding with service providers, setting appointments for cast, and acquiring necessary items for the office and set.
- Coordinated special events for holiday donations and implemented creative set ups to encourage participation.
- Organized wrap documents and files alongside Production Office Coordinator.

## EDUCATION

**Master of Arts in Communication**,  
University of Memphis  
May 2022

**Bachelor of Fine Arts in Animation**,  
Savannah College of Art and Design  
June 2017

## IMdb CREDITS

[https://www.imdb.com/  
name/nm13873379/?  
ref\\_=pro\\_nm\\_visitcons](https://www.imdb.com/name/nm13873379/?ref_=pro_nm_visitcons)

## RELEVANT SKILLS

- Adobe Creative Suite
- Microsoft Office
- Leadership Skills
- Communication
- Technical Skills
- Time Management Skills
- Project Management
- Collaboration