

ISABEL WEAVER

CONTACT

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PROFILE

I am a graduate of the University of Tennessee, holding degrees in Psychology and Film Studies with a concentration in Film Production. As a multifaceted professional in film, television, and digital media, I'm passionate about creating compelling stories that connect with audiences. My experience spans producing, social media strategy, and on-set production – from managing ad campaigns and guest segments for The Viall Files podcast to supporting film and television projects in various production roles.

With a strong background in coordination, creative development, and visual storytelling, I excel at managing fast-paced productions, leading teams, and ensuring seamless operations from concept to final cut. I thrive in collaborative environments where creativity meets organization and every detail contributes to a powerful finished product.

FILM/ TV EXPERIENCE

2025 PRODUCER & SOCIAL MEDIA COORDINATOR

[Envy Media "The Viall Files" | June 2025 - Present](#)

Producer

- Manage daily ad recording sessions and write sponsor ad copy that aligns with the show's tone and host delivery.
- Produce the "Ask Nick" segment end-to-end, reviewing listener submissions, booking callers, running live sessions, and writing recap documents.
- Managed complex scheduling across hosts, guests, and production team to ensure seamless recording days and live sessions.
- Coordinated all travel logistics for hosts and guests, including flights, hotels, and transportation, to support smooth production schedules.
- Oversaw day-to-day operational needs related to production, adapting quickly to last-minute changes or shifting priorities.
- Anticipated logistical and production challenges and proactively solved issues to keep recordings and tapings on track.
- Create thumbnail art, guest briefs, and interview prep materials to streamline production.
- Research trending topics and cultural moments to shape weekly show discussions.
- Collaborate with marketing to align creative, promotional, and sponsor objectives.

Social Media Coordinator

- Manage and grow The Viall Files presence on Instagram and TikTok, posting 4-10 times daily across Reels, Stories, and trending videos.
- Supported promotional scheduling and coordination around episode releases, guest appearances, and special segments.
- Collaborated closely with production to ensure social content accurately reflected episode timelines and priorities.
- Develop and execute creative campaigns to promote guests, episodes, and special segments.
- Identify and apply trending audio, memes, and formats to expand reach and engagement.
- Write on-brand captions and produce short-form content that drives traffic to new episodes.
- Track analytics to optimize posting times and content strategy.
- Maintain a cohesive brand voice and visual identity across all digital platforms.

2025 PRODUCER

[Haus of Papi "Jammed Up" | November 2024 - January 2025](#)

- Cast the project by sourcing, auditioning, and securing actors aligned with the film's vision
- Recruited and hired key crew members across departments to ensure a fully staffed production
- Developed a detailed production budget and successfully managed expenses to stay on target
- Conducted location scouting, secured filming sites, and coordinated all necessary permits and agreements
- Managed scheduling, call sheets, and day-of production logistics to maintain an efficient workflow
- Oversaw vendor relations, equipment rentals, and transportation needs
- Collaborated closely with the director to support creative and logistical decision-making
- Ensured smooth communication across departments to keep production on track
- Handled contract organization, releases, and other essential production paperwork

2024 PRODUCTION ASSISTANT

[Big Fish Entertainment "Cutthroat Kitchen: Knives Out" | September 2024](#)

- Assisted with set logistics and scheduling for high-pressure cooking competition shoots.
- Supported production by managing equipment, props, and kitchen materials during filming.
- Coordinated with chefs, contestants, and crew to ensure smooth, on-time tapings.
- Maintained communication between audio, lighting, and camera departments.
- Organized kitchen inventory and ingredients for each challenge.
- Troubleshot on-set issues to minimize downtime and keep production on schedule.
- Assisted with transportation for celebrity chefs and contestants, fostering a positive on-set experience.

ISABEL WEAVER

SKILLS

Cameras:

Canon 80D - Canon C100

Systems:

Mac OS - Microsoft Office - Google Drive - SoundMouse - DropBox

Script

Development:

Script coverage - Script breakdown - Final Draft - Indoswift - Fuzzlecheck

Editing

Software:

Adobe Premiere Pro - Final Cut Pro X - After Effects - Photoshop

SKILLS

Organization & Time Management
Attention to Detail
Problem-Solving & Flexibility
Leadership & Coordination
Great Communication
Discretion
Decision Making
Easily Adaptable

FILM/TV EXPERIENCE

2024 ART DEPARTMENT PRODUCTION ASSISTANT

- Collaborated with the art department to design and dress sets aligned with the film's aesthetic and vision.
- Assisted with prop sourcing, organization, and setup across multiple filming locations.
- Supported painting, assembly, and crafting tasks to enhance visual storytelling.
- Coordinated with camera, lighting, and wardrobe teams to ensure visual consistency.
- Maintained organized storage systems and solved on-set challenges in a fast-paced environment.

2024 PRODUCER

[GH Productions "Hollow Girls" Feature Film | Mar 2024 - July 2024](#)

- Oversaw the development, production, and completion through post-production.
- Managed all aspects of production, including budgeting, scheduling, and resource allocation.
- Directed and coordinated cross-functional teams including directors, actors, and crew members.
- Addressed and resolved production challenges and conflicts, including logistical issues, personnel conflicts, and unexpected changes.
- Acted as a production assistant by preparing the cast, crew, and set for each day's shoot.
- Assisted camera people, crew, directors, and makeup/costume designers and escorted actors and extras to their required locations.

2024 LOCATION SCOUT

[PatiPatni Studios LLC "Cowboy and Indian" Feature Film | Mar 2024 - June 2024](#)

- Identified and evaluated filming sites in Knoxville and nearby areas for Cowboy and Indian production.
- Conducted site visits, negotiated location agreements, and coordinated with property owners and authorities.
- Collaborated with the team to ensure locations met artistic needs and managed detailed location files.
- Leveraged Knoxville knowledge to find diverse locations, and built strong local relationships.

2023 POST-PRODUCTION COORDINATOR

[RIVR Media "Design Down Under", "Fixer to Fabulous: Italiano" TV Series | Mar 2023 - Feb 2024](#)

- Collaborated with assistant editors to organize production stills using Signiant software.
- Coordinated with producers for credits, titles, and episode descriptions.
- Managed uploading of releases and other deliverables.
- Coordinated release passes and ensured completion of necessary releases.
- Organized and prioritized tasks for the post-production team, contributing to a collaborative environment that fostered creativity and innovation.

2021 PRODUCTION ASSISTANT

[Perry Davis' Short film "Sting OP" | Jan 2021 - May 2021](#)

- Supported film production by facilitating set preparation, assisting various crew members, and coordinating with actors and extras to ensure smooth filming operations.

University of Tennessee, Knoxville | 2017 - May 2021

BACHELOR OF ARTS, MAJOR IN CINEMA STUDIES
MAJOR IN PSYCHOLOGY