

# GRACE OLEN

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752 S 16th St Philadelphia, PA 19146

## EDUCATION

### University of Tennessee, Knoxville

School of Art

Graduated May 2024 | GPA: 3.9

Major: Cinema Studies

Minor: Journalism and Electronic Media

## ACADEMIC ACHIEVEMENTS

Dean's List (Summa Cum Laude) - Consecutive terms

Kimberly D. Iles Scholarship Recipient, 2023

"Outstanding Work in Nonfiction" Award by University of Tennessee School of Art, 2023

"Outstanding Work in Production" Award by University of Tennessee School of Art, 2022

Accepted into Handheld Film Festival, 2022-2023

## PROFESSIONAL CREDITS

Hard Knocks: In Season with AFC North, HBO

They Call It Late Night with Jason Kelce, ESPN

Yum and Yummer S3, Cooking Network

First Time Buyers Club S2, OWN

## SKILLS

Adobe Premiere Suite, AVID Media Composer

Creative and AP style writing

Operate Canon and Sony cameras

Footage Logging

MS Office Suite

Setting up camera equipment/Lighting

Social Media Coordinating

Strong graphic and visual sense

Organization

Efficient and detail oriented

Working with children (Ages infant - preteen)

Positive attitude

## ACTIVITIES

University of Tennessee Hockey Videographer, 2024-2025

Kappa Kappa Gamma - Epsilon Lambda chapter, 2020-2023

- Public Relations Chair Committee

Camp Broadcast Student, 2020

Nanny, 2016 - Present

- Provided attentive, nurturing childcare creating a safe and supportive environment for children while managing daily routines and developmental activities.

Related School courses: Narrative Filmmaking, Nonfiction

Video Art, Screenplay Writing, Video Art Production,

Multimedia Reporting, Media Ethics/Law

## CERTIFICATIONS

First Aid/CPR/AED - American Red Cross

- Adult and Pediatric

Licensed driver

## PROFILE

Graduate with a Bachelor of Arts in Cinema Studies and a Journalism and Electronic Media minor from the University of Tennessee, Knoxville. An incredibly driven, hard working employee seeking a production job in the film industry. Strong passion for storytelling and creating art to represent those who don't have a voice.

## WORK EXPERIENCE

### NFL Films, Mount Laurel, NJ

Production Assistant/Runner | Sept 2025 - Present

- Assist camera teams on NFL game days with ground and sound speed operations, media management, and equipment support.

Creative Producing Intern | Aug 2024 - Feb 2025

- Production assistant for *They Call It Late Night* with Jason Kelce, assisting directors and producers with live to tape filming by researching talent, development of content for segments, script supervision and coordinating signature releases at location shoots, and acting as a stand in during rehearsals.
- Assisted in the development and production of *Hard Knocks: In Season with the AFC North*, *Peyton's/Eli's Places*, and *NFL Films Presents* by thoroughly researching storylines and archival footage, as well as logging and organizing interviews, game footage and radio calls efficiently with AVID Media Composer.
- Content producer for social media by developing and editing weekly videos highlighting games and players utilizing creative storytelling. Edited socials for National Tight Ends Day, *Inside the NFL*, and Super Bowl LIX.
- Assist with ground and sound speed cameras at NFL game days running media, battery and lens swapping during season and *Hard Knocks: In Season AFC North*.
- Aided the producers department by being on-call for needs such as research and logging for projects, and pitched show ideas to producers.

### Lumos Media Service, Knoxville, TN

Production Intern | Aug 2022 - May 2024

- Videographer and Editor with Adobe Premiere Pro.
- Studio lighting set up, organizing media from camera, audio, and maintaining file backups.
- Collaborating with the editorial team to create, produce, and edit professional content for clients. Coordinated logistics for on-location productions, including equipment rentals and call-sheet schedules ensuring smooth operations and timely execution.

### Red Arrow Industries, Knoxville, TN

Production Assistant | Sept 2023 - May 2024

- Coordinate shoot days including crew assignment/hiring, preparing gear and props, craft services, transportation, and logistics for all stages of filming.
- Assist on set during shoots as directed by producers and other crew members by aiding lighting and sound, updating call sheets and permits for shooting.
- Meticulous research for upcoming projects and provide administrative support to the production team.
- Curate documents and binders for producers and client needs in pre-production and on set locations. Transcribe videos for post-production, log receipts and music licensing.
- Administrative tasks including phone calls, obtaining documents, overall organization of paperwork.

### Ryman Hospitality Properties, Nashville, TN

Digital Content Intern | May 2023 - Aug 2023

- Managed Grand Ole Opry social channels, scheduled media for publication, and prepared video footage from shows.
- Video editor for short form content, marketing, and sales videos that showed on all social media platforms and corporate events. In depth archival research of past shows at the Grand Ole Opry and Ryman.
- Production assistant at all in house and on location shoots by gear loading, set up/tear down of set, and assisting directors/producers in coordinating equipment, call sheets, and research during live and live-to-tape shows.
- Handled diverse responsibilities by bringing forth an exceptional ability to multitask and focus as well as professionally managing relationships with talent.