

# Kourtney Hawkins

Freelance Filmmaker

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## Production Experience

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### Production Assistant

#### Love Island : Beyond The Villa

January 20226

- Transportation for crew
- Production Runs

### Office Production Assistant

#### South of Stillwater - Feature Film

October 2025

- Clerical office duties, Collecting and scanning crew timesheets, SAG paperwork
- Production runs

### 2nd Assistant Director – Emily Lira, LLC

#### Transgressions - Feature Film

July 2025

- Responsible for all clerical aspects of the pilot, including the script breakdown, scheduling, cast and crew emails, and call sheet submission.
- Production Assistant Supervision.

### 2<sup>nd</sup> Assistant Director – Stage 7 Entertainment

#### Hidden Agendas Pilot Episode

October 2024- November 2024

**Reshoot: May 2025**

- Responsible for all clerical aspects of the pilot, including the script breakdown, scheduling, cast and crew emails, and call sheet submission.

### Executive Assistant for Matt Payne - Prairie Surf Media

July 2024- December 2024

- Clerical
- Office Supply /Restocking
- Production Assistant
- Production Runs

**Office Production Assistant – Fairwood Season 2**

March 2023 – August 2023

- Clerical / Sourcing
- Production Runs
- Daily Lunch Runs
- Office Supply Orders / Restocking Duties
- Office Maintenance

**Health and Safety PA – Tulsa King – Oklahoma City, OK**

April 2022 -September 2022

- Daily Check-In for Cast and Crew
- Issued crew badges and clearance wristbands
- Replenishing the supply room
- Sanitizing commonly used surfaces

**Walkie & Paperwork PA – Cricket - Oklahoma City, OK**

February – March 2022

- Created Daily Sides for Production
- Distributed and collected daily timesheets from various departments
- Conducted lunch count and called out last man
- Created and consistently updated a walkie-talkie log for the crew

**UPM & Co-Producer – Black Eats – Oklahoma City, OK**

May – July 2022

- Drafted the script for production distribution
- Prepared the call sheet every day
- Generated the deal memos for cast and crew

**2<sup>nd</sup> 2<sup>nd</sup> Assistant Director Trainee – Faculty Lounging – Oklahoma City, OK**

June 2021

- Coordinated set lockups with the ADs and Pas
- Performed fire watch during lunch
- Traveled talent to and from set when called upon

**Senior Contract Administration, Enterprise Crude Oil, LLC – Oklahoma City, OK**

February 2010 -February 2022

- Composing domestic and export contracts for the commercial group
- Keep a database and spreadsheet for the contracts, both foreign and domestic.
- Amend foreign and domestic trades per the commercial representative's request.
- Creation of physical file folders for the foreign and domestic trades for representative reference.

**Front Office Assistant – Overbrook Entertainment – Los Angeles, CA**

March – April 2008

- Very fast-paced environment demanding full attention to detail
- Took phone calls, recorded messages, and greeted guests as they entered
- Grew the skill of multitasking, juggling various tasks at once

**Front Office Assistant – Jerry Bruckheimer Films – Los Angeles, CA**

June – July 2007

- Very fast-paced environment demanding full attention to detail
- Took phone calls, recorded messages, and greeted guests as they entered
- Grew the skill of multitasking, juggling various tasks at once

**Script Coverage** – *QED International* – Los Angeles, CA

February – March 2007

- Generated a subjective analysis of the script
- Provided a Pass / Consider / Recommend rating along with the analysis

## Education

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**Oklahoma Film & TV Academy** – *Set Ready* – Oklahoma City, OK    December 2020

**Oklahoma Film & TV Academy** – *Film Crew 101* – Oklahoma City, OK

December 2020

**University of Central Oklahoma** – *Broadcast Production* – Edmond, OK

Graduated: December 2004

## Certification

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**Movie Magic Scheduling** – *Entertainment Partners Course*

August 2023

**Movie Magic Budgeting** – *Entertainment Partners Course*

August 2023

**Production Accounting** – *Entertainment Partners Course*  
101 and 201

September 2023

## Reference

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**Amy Janes** – *Producer & Filmmakers' Ranch - Owner*

ajanes@OFTA.tv | 310-592-3377

**Matthew Payne** – *Prairie Surf Studios Co-CEO*

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**Ben Stockton** – Assistant Director

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