



# HEIDI HILTS

## CONTACT

405 837 5330

HEIDIHILTS@GMAIL.COM

## SKILLS

- Fluent in Spanish
- Excellent attention to detail from coding and data entry in past research experience
- Proficient in Excel and Word
- Excellent interpersonal communication from working in sales and managing accounts
- Experience supervising, coordinating with and managing team members at cooperative farm
- Strong independent and team work ethic
- Experience working on set as a production assistant

## EDUCATION

**BACHELOR'S OF ARTS IN ANTHROPOLOGY  
MINOR IN FILM AND MEDIA STUDIES**

**UNIVERSITY OF OKLAHOMA | 2015 - 2017**

- 3.51 GPA
- COURSEWORK IN:
  - VISUAL ANTHROPOLOGY (DOCUMENTARY FILM PRODUCTION CLASS)
  - DIGITAL CINEMA PRODUCTION

**MARYLAND INSTITUTE COLLEGE OF ART | 2013 - 2014**  
MAJOR IN FILM AND VIDEO ART

## EXPERIENCE

### **FREELANCE WEB DESIGNER, VIDEOGRAPHER AND SOCIAL MEDIA MANAGER**

MARCH 2020 - PRESENT

- Customize website templates for clients, create and post content to client's social media accounts, film and edit content for clients' web and social media presence

### **SALES REPRESENTATIVE**

BOUGIE INDULGENT HEALTH | JANUARY 2020 - MARCH 2020

- Solicited dispensary sales via appointments and cold calls, managed social media and attended industry events

### **CO-OWNER / COOPERATIVE MEMBER**

WILD WEED COOPERATIVE | AUGUST 2018 - JANUARY 2020

- Managed co-op members, organized meetings and events, creating employee manual materials, assigning and supervising tasks, providing employee performance feedback

### **FILM EDITOR**

PRAIRIE LANDS FILM | UNIVERSITY OF OKLAHOMA | JUNE 2017 - JULY 2019

- OU grant-funded documentary film "Our Kansas" on water scarcity in southwestern Kansas; other responsibilities included lighting, sound and cinematography

### **PRODUCTION ASSISTANT**

JUST EAST OF WEST | APRIL 2019

- Set PA for a 3 day production for a Camping World commercial shoot "Life's Better Hitched"
- Assisted the Art Department in decorating set, communicated with talent, crew, and director, went on supply runs, fielded phone calls, drove talent and crew, and assisted with lockdown and craft services

### **PRODUCTION ASSISTANT**

JUST EAST OF WEST | MAY 2018

- Set PA for a 1 day production for a Camping World commercial shoot "MLB All Star Ballot"
- Assisted with Art Department decoration, craft services, and grip department

### **SOCIAL MEDIA SUMMER INTERN**

BLYNCSYNC TECHNOLOGIES | MAY 2017 - AUGUST 2017

- Created content, ran social media and managed other team members on social media staff.

### **STUDENT SOCIAL MEDIA ASSISTANT**

NATIVE CROSSROADS FILM FESTIVAL | JANUARY 2017 - APRIL 2017

- Created social media content and ran the Indigenous film festival's social media presence.
- Interviewed important guests, filmmakers, and actors, filmed interviews, and edited video content.

### **RESEARCH ASSISTANT**

CENTER FOR APPLIED SOCIAL RESEARCH, UNIVERSITY OF OKLAHOMA | MAY 2016 - JULY 2017

- Analyzed data, prepared reports and gave quarterly presentations to research team