

# Ellis J. Sutton

(650) 455-7735 [ellis@allofasuttonproductions.com](mailto:ellis@allofasuttonproductions.com)

LinkedIn Profile: <https://www.linkedin.com/in/ellis-sutton-03522213b/>

## EDUCATION

### USC School of Cinematic Arts (Class of 2020)

B.A. Cinema & Media Studies, Screenwriting Minor (3.5 GPA)

## ENTERTAINMENT EXPERIENCE

### Warner Bros. Pictures Los Angeles, CA Sept. 2021 - Present

#### *Feature Production Trainee*

Assist the EVP and SVP of Physical Production through pre-production, production, and wrap on multiple features; Coordinate the distribution of all production paperwork; Read scripts/provide coverage for Development Team; Perform administrative duties as assigned: answer phones, schedule meetings, organize production files, create and update contacts lists, and maintain detailed logs of production wrap boxes

### All of a Sutton Productions Los Angeles, CA Aug. 2018 - Present

#### *Founder, Producer, Director*

Produced and Directed multiple short films and music videos with budgets of \$15,000+; Created a marketing campaign and raised over \$29,000 to produce short films; Organized a production folder for all paperwork and materials; Created the budget with department heads on camera, grip & electric, production design, locations, talent, and food; Filed film permits to shoot at various locations in Los Angeles; Edited projects and prepared deliverables

### Hulu (ABC Signature Studios, Inc.) Los Angeles, CA July 2021 - Sept. 2021

#### *Set Monitor (Dollface)*

Reviewed and evaluated COVID-19 guidelines and set protocols, including regulatory requirements and industry specific guidelines; Spent time on set implementing safety guidelines and protocols; Helped direct the design, implementation, and training of COVID-19 related health and safety programs; Worked directly with Production Executives, Producers, Unit Production Managers, Assistant Directors, and other Production Staff

### WarnerMedia Los Angeles, CA Feb. 2021 - June 2021

#### *Health & Safety/Set PA (Miracle Workers, Insecure, Our Flag Means Death)*

Assist the Production Office and AD Department as needed; Organize and distribute radios to crew members; Drive to collect and buy hard drives, set props, or other needs for productions; Collect breakfast and lunch orders to make and properly deliver to cast and crew members; Label, scan, and upload receipts from various purchases made throughout the production; Collect out times and daily time sheets from crew departments

### NBCUniversal (E! Networks) Universal City, CA June 2019 - Aug. 2019

#### *Creative Production Intern*

Assisted in organization and filing of a high-volume of media assets for on-air promos; Worked with the department on basic research, fact-finding and tracking of show trends; Worked with the Creative Marketing team on hearing and developing pitches from ad agencies for marketing campaigns

## NOTABLE AFFILIATIONS

*Students Rising Above, Jackie Robinson Foundation, USC Norman Topping Student Aid Fund, Film2Future, WarnerMedia Access to Action*

**SKILLS: Proficient in Movie Magic Budgeting/Scheduling, Scenechronize, Adobe Premiere Pro, Final Cut X, AVID, MS Word, PowerPoint, Excel**