

# Ellis J. Sutton

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## EDUCATION

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

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

## ENTERTAINMENT EXPERIENCE

### 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

### WarnerMedia

Los Angeles, CA

June 2021 - Present

*Set Production Assistant*

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

### Hulu (ABC Signature Studios, Inc.)

Los Angeles, CA

Feb. 2021 - June 2021

*Set Monitor*

Review and evaluate COVID-19 guidelines and set protocols, including regulatory requirements and industry specific guidelines; Spend time on set implementing safety guidelines and protocols; Help direct the design, implementation, and training of COVID-19 related health and safety programs; Work directly with Production Executives, Producers, Unit Production Managers, Assistant Directors, and other Production Staff

### 101 Studios

Beverly Hills, CA

Sept. 2019 - Dec. 2019

*Production Office Intern*

Read scripts and write coverage; Assisted Coordinators and Executives on films in various stages of Development, Prep, Production, and Post Production; Assisted Marketing team in preparing pitch decks for clients; Covered Executive desks as needed

### 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

### Film2Future & Deutsch grAD School

Los Angeles, CA

July 2018 - Aug. 2018

*Advertising Internship*

Created and pitched social media campaign for 7-Eleven; Directed social media spot for 7-Eleven; Gained advertising business experience via music development, creative directors, ad clients, editors, producers

**SKILLS: Proficient in Adobe Premiere Pro, Final Cut X, AVID, MS Word, PowerPoint, Excel**