



Princeton James

 662-209-0288

 pjechols87@gmail.com

 Memphis, TN

 www.ThisIsTheCooler.com

EDUCATION

2005-2010

Bachelors Accounting
University of Mississippi

SKILLS

- Strategy development
- Organization
- Microsoft Office Proficient (Word, Powerpoint, Excel, Etc)
- Great communicator
- Proficient in Google Workspace
- Innovative thinker
- Excellent planning skills
- Negotiation skills
- Ability to multi-task
- Work to deadlines

My overall objective is to effectively perform the duties in my job description to contribute to the overall success of the production while maintaining a positive attitude.

EXPERIENCE

Shelby County Film Commision Campaign

ASSOCIATE PRODUCER, MEMPHIS AND SHELBY COUNTY FILM COMMISSION

My job was to assist the executive producer in putting the campaign together. Casting. Scheduling the talent. Providing the talent and crew with what was needed to run successful production.

High Heel (Television Pilot)

CO-PRODUCER, HIGH HEEL TV PILOT

As co-producer, I was task with the duty of contributing to the overall production. I was the Memphis liaison and assisted with casting, locations, crewing up, and other production details.

NBC's Bluff City Law

PERSONAL ASSISTANT TO JIMMY SMITS(LEAD ACTOR/E.P.), SEASON 1

My role was to free the talent's time from organizing and administrative tasks so that he could maximize on strategic tasks and performance. I was the first point of contact: dealing with correspondence and phone calls. Arranging travel. Reminding talent of important tasks. Typing, compiling, and preparing reports, presentations and correspondence. Running lines and rehearsing scenes with talent. Also, other miscellaneous tasks to support talent.

Director/Producer

DIRECTOR/PRODUCER, QUEEN RISING FEATURE FILM

As producer/director I was heavily involved in the development process of casting talent, crewing up production, and post production. I was in charge of the creative on-screen vision of the production.