

Chip Cowling

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OBJECTIVE

To obtain a position where I can utilize my extensive background, including skills in management, communication and coordination.

SKILLS

Team leadership

Management & coordination

Proactive work ethic

Multi-tasking diligent worker

Excellent communication skills

Experience with Microsoft Office, Word, Excel, Google

Avid & Interplay systems knowledge

Punctual & organized

EXPERIENCE

Videographer

October 2023 – July 2024

Made in Mississippi (Clinton, MS)

- Directed and filmed commercials for businesses throughout the state of Mississippi
- Provided specialized experiences for clients
- Ingested media and made content available for editing

Post Production Coordinator

December 2022 – April 2023

Narrator Inc. (Los Angeles, CA)

- Coordinated projects until final delivery (quality control for EPK, pre-release, home entertainment, socials)
- Managed workflows within editorial staff that included editors, assistant editors, gfx and media techs

Post Production Supervisor, The Doctors

February 2021 – August 2022

Stage 29 Productions, LLC (Hollywood, CA)

- Responsible for managing the post-production department including offline, online, gfx and promo
- Accountable for the delivery of all shows to CBS
- Led and supervised the staff in fulfilling daily duties and assignments
- Partnered with CBS on solving issues related to the show

Post Production Coordinator, The Doctors

August 2016 – February 2021

Stage 29 Productions, LLC (Hollywood, CA)

- Served as a liaison between production, editors and assistant editors
- Scheduled and organized work to editors and assistant editors
- Coordinated all media being delivered to and from stage

Post Production Coordinator, Face the Truth

June 2018 – June 2019

Stage 29 Productions, LLC (Hollywood, CA)

- Intermediary coordinator between production, editors and assistant editors
- Used verbal, email, phone, and text communication to ensure all parties understood required duties
- Coordinated with field producers during the guests' video tapings
- Worked closely with the tape vault and dubbing room to ensure all media was imported correctly

Paralegal and Investigator

June 2015 – July 2016

Williams Newman Williams PLLC (Jackson, MS)

- Handled workers' compensation claims and served subpoenas

Music Coordinator, Dr. Phil & The Doctors

April 2014 – September 2014

Peteski Productions, Inc. (Hollywood, CA)

- Assembled music cue sheets for both shows
- Responsible for providing the music to editors and production teams for stage

Post Production Assistant, The Doctors

August 2012 – April 2014

Stage 29 Productions, LLC (Hollywood, CA)

- Served as liaison between production and post-production
- Coordinated day-to-day requests while ensuring quick and effective responses

Production Associate, Dr. Phil & The Doctors

January 2010 – July 2012

Peteski Productions, Inc. (Hollywood, CA)

- Assisted the Dr. Phil and Doctors' production teams with various tasks
- Aided with field shoots, coordinated show guests, and helped with day-to-day operations

Production Assistant, The Doctors

August 2009 – January 2010

Stage 29 Productions, LLC (Hollywood, CA)

- Coordinated all the show's guests, arranging transportation to and from the studio
- Provided assistance to the production teams with numerous tasks related to the show

Starter

March 2005 – May 2007

Country Club of Jackson (Jackson, MS)

- Made certain all golfers were maintaining appropriate pace of play

REFERENCES

Nicole Harris Johnson – Senior Vice President, CBS (323-264-3428)

Patty Ciano – Executive Producer, Fox (646-872-4373)

Shannon Hunt – Executive Producer, A&E (323-956-8284)

James Wells – Owner, Midtown Media (601-213-6145)