

Holly Moffat

Denver CO, 80216 • (435) 659-1309 • hollyemoffat@gmail.com

EXPERIENCE

Freelance Production Coordinator and Assistant, Denver, CO

March 2024 - Present

- On call responding to requests including assisting wardrobe, operating audio gear, organizing equipment, and completing runs for all set needs
- Coordinated between a myriad of teams on and off set to ensure the preparedness and on-time completion of shoot days
- Worked with local clients (Colorado Parks and Wildlife) and international brands (United Airlines and The North Face) to complete advertisements for social media, internal, and commercial use.
- Acted as a liaison between location owners, producers, talent agencies, and camera crews in order to maintain a professional and efficient working environment

NBCUniversal, Denver, CO - Media Operations Technician

January 2023 - July 2025

- Performed dozens of quality control processes from ingest to delivery for hundreds of assets weekly, ensuring technical specifications for international distribution
- Developed a keen attention to detail while working with key assets for high visibility streaming services such as Peacock, Netflix, and Hulu; Always being held to the expectation of zero errors or defects
- One of few technicians trusted with the intensive quality control processes for high profile releases such as *Wicked*, *Oppenheimer*, and *Jurassic World: Rebirth*
- Managed time effectively across several work queues and spread sheets of varying priority, ensuring the on time delivery of thousands of assets to global clients

Starz Entertainment, Denver, CO - International Captions Editor

August 2022 - December 2022 (Contract)

- Managed subtitling standards in a variety of languages including French, Castilian, German, and English using the EZ Titles application for worldwide distribution of Starz content.
- Organized a large volume of files effectively and clearly for team members and coordinated with different teams in the captioning department to problem solve and distribute work
- Wrote and proofread several training documents to be used by my superiors and future trainees

Buck Ross Productions, Boulder CO - Production Intern

June 2021 - September 2021

- Prepared projects for editing by organizing footage, creating proxies, and syncing audio through the use of Adobe Premiere Pro and Media Encoder
- Assisted on shoots as a production assistant and producer
- Consistently presented creative ideas and completed work that went above and beyond expectations
- Managed the organization of a multitude of hard drives, logging their storage, location, and file system

EDUCATION

University of Colorado at Boulder, Boulder CO - BFA, Cinema Studies and Moving Image Arts

August 2018 - May 2022

- Accepted into a competitive Bachelor's of Fine Arts program. Wrote, produced, directed, and edited a ten minute short drama, *Ribbons* - which was accepted into the 2022 LA Femme International Film Festival and was a runner up for the Stafford Film Festival
- Completed minors in Technology, Arts, and Media (TAM) and Sociology
- Qualified for the Dean's List every semester with a graduating GPA of 3.8