

# CHRISTOPHER C. COURTER

FILM & TV DEPT. LOCATIONS MANAGER & COORDINATOR / EVENT PLANNER / PROJECT COORDINATOR

424-421-4636 (cell)

[CastleGatePro@gmail.com](mailto:CastleGatePro@gmail.com)

Los Angeles, CA

## PROFESSIONAL EXPERTISE

Project Management / Project & Office Coordination / Onboarding / Training / Contract Negotiations / Asset Tracking / Resource Allocation / Database Management / Departmental Budgeting / Documentation / Archiving / Public Relations / Public Speaking / Presentations / Process Improvement / Legal Team Liaison / Purchase Orders / Check Requests / Scheduling / Concept Translation / Change Management / Conflict Resolution

## QUALIFICATIONS

An accomplished, dependable, diplomatic, personable, and adept business professional having accumulated experience with major corporate-level film and television production for companies such as Disney, Warner Brothers, Amblin, CBS, ABC, MTV, etc. Proven experience in aligning cross-functional teams through leadership to achieve exceptional results.

An organized, focused, driven, goal-attainer, with a consistent and proven capability of managing several multifaceted projects simultaneously. Personal competencies in a wide spectrum of professional domains such as office management, coordination, administration, departmental organization, event planning, public relations, personal assistance, customer service, etc.

Seeking to leverage my Bachelor's degree in communications, as well as accumulated knowledge and skills acquired from various positions, to a new career path.

## TECHNOLOGY EXPERIENCES

**MS Office Suite** - Word / Excel / Outlook / PowerPoint / OneNote

**Google Suite** - Docs / Sheets / Slides / Hangouts / Forms

**Adobe** - Photoshop / Premiere Pro / Lightroom / InDesign / Audition

**Apple** - Pages / Numbers / Keynote / Calendar / iMovie

**Misc.** - Sound Forge / Audacity / Garage Band / Cubase / Zoom / Slack / Art Rage / Aurora / Graphtec Cutting Master / Final Draft / Nezumi Pro / Magix Movie Edit Pro / Movaavi Converter / Wacom Tablets / Wix Web Designer / Etc.

## PROFESSIONAL EXPERIENCE

### Media Coordinator / Content Writer

(2019 – PRESENT)

ART WINS WAR – Redmond, Washington (remote)

Corporation representing fine art assets, visionary education, talent management, and booking.

Develops world class assets for buyers, collectors, and networks.

Serving as a social media coordinator and content writer for Art Wins War. Duties include event planning, web content writing, creating professional artist profiles, and crushing deadlines while maintaining exacting editorial quality for the organization. Other duties include public relations activities and funding outreach initiatives.

**Project Consulting / Home Healthcare****(2017 - 2018)**

Due to a sudden extended family member's illness, I formally paused my on-site career to serve in a full-time home healthcare capacity. After this situation resolved, I accepted a remote position with Art Wins War. (remote)

**Film & TV Project Coordinator / Locations Manager / Office Coordinator****(2012 - 2017)**

"Good Behavior"	Office Manager / Coordinator	(TNT)	Pilot & Season 1 - 10 Eps.
"Under the Dome"	Office Manager / Coordinator	(Amblin / CBS)	Seasons 1, 2, & 3 - 38 Eps.
"Witches of East End"	Assistant Locations Manager	(20th Century FOX)	Series Pilot
"Safe Haven"	Office Manager / Coordinator	(Relativity Media)	Feature Film
"The Conjuring"	Office Manager / Coordinator	(Warner Brothers)	Feature Film

**Film & Television Assistant Director / Key Set Production Assistant / Etc.****(2007 - 2012)**

"Teen Mom"	Assistant to the Director	(MTV - NYC)	Reality TV Series - 12 Eps.
"16 and Pregnant"	Assistant to the Director	(MTV - NYC)	Reality TV Series
"Martha Stewart"	Key Set PA	(MSLO Productions)	TV Special
"Celebrix"	Key Set PA	(Pfizer / Aero Films)	National Commercial
"Toddlers and Tiaras"	Key Set PA	(TLC)	Reality TV Series - 5 Eps.
"Revenge"	Staff Set PA	(ABC Television)	TV Series Pilot
"Playing with Guns"	Staff Set PA	(Comedy Central)	TV Series Pilot
"Sports Authority"	Set PA	(Post Central – NYC)	National Commercial
"K-Swiss Shoes"	Set PA	(Caviar)	National Commercial

**Film & Television Assistant Director / Key Set Production Assistant / Etc.****(2001 - 2007)**

"Idlewild"	Assistant to HBO Senior VP	(HBO Films)	Feature Film
"Haunted Mansion"	2nd Unit / GA	(Walt Disney Pictures)	Feature Film
"Stay Safe"	1st Assistant Director	(Davis Productions)	Int. Safety Video
"The Rest of Your Life"	1st Assistant Director	(Boomerang Pictures)	Feature Film
"The Last Confederate"	Production Office Coordinator	(Solar Film Works)	Feature Film
"Extreme Logging"	1st Assistant Camera	(Discovery Channel)	Cable Series - Pilot
"NC State Tourism"	Staff Set PA	(EUE Screen Gems)	Tourism Commercial
"Good Old Fashioned"	Staff Set PA	(Endgame Ent.)	Feature Film
"Little Britain USA"	Staff Set PA	(HBO Series)	Cable Series - S1
"Nights in Rodanthe"	Staff Set PA	(Warner Brothers)	Feature Film
"Reel Homes"	Staff Set PA	(HGTV Pilot)	Cable Series - Pilot
"Whose Wedding is it?"	Staff Set PA	(E! Entertainment)	Cable Series - 2 Eps.
"Trading Spouses"	Staff Set PA	(FOX)	Cable Series - 1 Ep.
"Behind Headlights"	Staff Set PA	(Speed Network)	Cable Documentary
"Eastbound & Down"	Staff Set PA	(HBO Series)	Cable Series - S1
"Trident Gum"	Set PA	(Kirt Gunn & Assoc.)	National Commercial
"One Tree Hill"	Set PA	(Warner Brothers)	Cable Series

**Formal Education**

Bachelor's Degree

Augusta University, Augusta, GA

Major: Communications / Minor: Sociology