

CHRISTOPHER “CASTLE” COURTER

FILM & TV DEPARTMENT MANAGER – COORDINATOR / PUBLIC RELATIONS

424-421-4636 (cell)

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

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 to achieve exceptional results.

A highly 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, director of operations, public relations, graphic design, 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

Career Pause / Family Home Healthcare / Creative Work (2017 – PRESENT)

During this period, I served as the primary caregiver for a terminally ill family member. It required logistical coordination, crisis management, medical scheduling, and emotional resilience — all of which deepened my skill set in ways that continue to serve me professionally. This chapter of my life has since concluded, and I am now fully available, committed, and excited to return to the workforce with renewed focus.

“Demon Creek Haunted Attraction”	<i>Set Design</i>	(Straite to Hale Productions)	Demon Creek
“Demon Creek Haunted Attractions”	<i>Voice Actor</i>	(Straite to Hale Productions)	“Old Prospector”
“Rockin’ Around” - Cartoon	<i>Voice Actor</i>	(Straite to Hale Productions)	3 characters
“A Christmas Carol Radio Show”	<i>Voice Actor</i>	(Wellspring Productions)	5 characters

Film & TV 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