

Olivia Reburn

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PROFILE

Hardworking and positive producer and manager with experience in theatre, television/film and short form content. Always a helping hand, maintaining morality and bringing new ideas and solutions to any complications.

EDUCATION

Savannah College of Art & Design, Savannah GA

Bachelor of Fine Arts in Performing Arts, Minor in Dramatic Writing - *Magna Cum Laude*

Notable Coursework: Digital Communications, Branding/Marketing for the Industry, TV Pilot Writing

Extracurricular Activities:

- Blackbox - Writer
 - Collaborated in a writers room with other students to create a series each term.
- Savannah Film Fest - Student Moderator
 - Introduced directors, writers and actors. Hosted panels and Q&As with industry professionals.
- SCAD Bards - President, Co-Founder
 - Started SCAD's first and only Shakespeare Club. As President I lead my fellow members in meetings, events, produced three shows and directed one.

PROFESSIONAL EXPERIENCE

Theatre:

Stage Manager/Media Manager/Marketing - October - December 2025

'Dance, Evita, Dance!'

- Organized schedules, rehearsals, cue to cue during performances, managed social media page and digital marketing

Stage Manager - September 2025

The West End Theatre/St. Pauls and St. Andrews Church - Elizabeth Play

- Managed sound and light cues, worked closely with the director, organized rehearsal time and talent

Film:

Production Assistant - October 2025

"Bad Day" Netflix

- Perform lock up duties, worked with stunt team

Production Assistant - October 2025

Betches Company

- Worked as General and Art PA for multiple vertical social media commercials

Production Assistant - September 2025

"ESNY Live Special" - Netflix

- Performed lock up duties, managed talent, worked closely with ADs

Production Assistant - August 2025

Zen Pace Studio LLC - Children's Aide Non-Profit Commercial

- Managed and coordinated with departments to make sure talent was taken care of
- Placed orders and ran tasks throughout the day to ensure healthy and safe on set practices

Driver/On-Set Production Assistant - April 2025

Crazy Maple Studios

- Safely drove talent, crew and equipment to set and drop offs, assisted multiple departments to ensure efficiency on set

Script Supervisor - October 2024 - November 2024

E Global Productions

- Kept detailed notes, maintained continuity, worked closely with the Director and AD

Production Assistant - June 2022 - July 2022

"Manhunt" - Apple Studios

- Managed background talent, organized check ins and check outs

Production Assistant - September 2021 - November 2021

"The Girl From Plainville" - Echo Lake Entertainment / HULU

- Organized and managed check ins and check outs for background talent

SKILLS

Leadership, Organization, Customer Service, Scheduling, Event Planning, Production Assistant, Adobe Suites, Microsoft Suites, Media Marketing, Video Editing, Digital Communications, Production Management, Analytical Skills, Social Media Managing, Script Coverage, Problem Solving Skills, Collaboration, Teamwork, Community Building Skills, Improv, Nanny, Teaching, Public Speaking, Sales.