

Ellie Nix

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PERSONAL PROFILE

Practical, diplomatic, and highly motivated recent graduate with a strong work ethic and a passion for film. **First to arrive, last to leave, always focused on problem-solving, collaboration, and delivering high-quality work.**

EDUCATION

The University of Texas at Austin Bachelor of Science, Radio-Television-Film August 2022 - August 2025
Minor: Risk Management

Relevant Coursework: Film Production Thesis, Producing Film And Television, Foundations of Accounting, Foundations of Finance, Conflict Resolution, Communication For Executive Leadership.

Northern Virginia Community College Associate of Liberal Arts September 2019 - June 2022
Completed while enrolled in High School

EXPERIENCE

Spring Studios - Studio Assistant; New York, NY October 2025 - Now

- Communicated with high-profile clients, including Macy's, Zara, and Ralph Lauren, to ensure production needs were met across a range of shoots. Collaborated with fellow Studio Assistants and followed supervisor direction to prepare studios with appropriate production, lighting, and camera equipment.
- Built and broke down complex equipment setups, ensuring all materials were properly returned to storage facilities and external vendors.

Washington Square Films - Intern; New York, NY June 2025 - August 2025

- Conducted research to support the development and production of feature films and commercial projects.
- Assisted in the acquisition, troubleshooting, and transcoding of media assets for use in external pitches and promotion.
- Gained exposure to all stages of production, from development to post, across both narrative and branded content.
- Covered incoming scripts by writing summaries, evaluating producibility, and providing feedback on story structure, creativity, and character development.

Freelance and Student Film Projects - Various Roles; Austin, TX/New York, NY August 2022 - August 2025

- Worked on Professional Music Videos, Promotional Videos, Documentaries, and Short Films as a Driver, Media Manager, Production Assistant, and Camera Assistant.
- Contributed to over 25 student short films and one student feature film in a range of production roles, including 11 Assistant Director credits, 6 Producer credits, 4 Writing credits, as well as experience in the Camera, Grip, and Editing departments.
- Led pre-production and on-set logistics by creating and managing production documents such as call sheets, carpool plans, stripboard schedules, Day-Out-of-Days charts, budgets, and crew contact/availability lists.
- Operated and supported the use of professional filmmaking equipment, including 8x8 butterfly kits, jibs, doorway dollies, Sony FX6/FX9 cameras, and Sidus Link lighting control systems.

University of Texas at Austin - Proctor; Austin, TX January 2025 – May 2025

- Managed front desk operations for film studio spaces, overseeing equipment checkouts, space reservations, and inquiries.
- Provided guidance on university film resources and connected students with appropriate staff for specialized support.
- Troubleshot technical issues related to computers, lighting grids, projection systems, and non-linear editing software.
- Maintained functionality and cleanliness of workstations, ensuring computers, printers, and editing bays were ready for use.

The Escape Game - Game Guide; Austin, TX August 2023 - November 2023

- Welcomed guests, explained game rules, and ensured they felt safe and comfortable before being locked in the room.
 - Memorized game mechanics, codes, and reset procedures to maintain operations and quick turnaround between groups.
 - Monitored live game sessions via security cameras and game flow software, providing timely clues and technical support to ensure an engaging, problem-free experience.
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HONORS/ORGANIZATIONS

Delta Kappa Alpha Cinematic Society – UT Austin August 2022 - May 2025

SkillsUSA Gold Medal (National): Television (Video) Production – “SkillsUSA TECHSPO” June 2022

ADDITIONAL INFORMATION

Certifications/Skills: 40-Hour Basic Mediation Certificate (2025), CPR & AED for Adults, Children, Infants & Basic First Aid (2024), Adobe Photoshop, Adobe Premiere Pro, Driver's License, American Sign Language, Camera Operation, Box Truck Driving