

# Angie Allison, PMP

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## EXPERIENCE

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### Production Coordinator

October 2015 - Present

Full Sail University | Winter Park, FL

- Manage visual asset timelines and logistics for 4+ concurrent film productions, ensuring alignment with budget and scope
- Direct cross-functional teams of 20+ members across 300+ film crews, supporting training, onboarding, and technical development through monthly lectures and hands-on lab instruction
- Partner with faculty, students, and technical teams to streamline workflows and secure location, equipment, and personnel in fast-paced environments
- Streamline operations using Basecamp and Airtable, customizing templates and dashboards to improve project tracking, communication, and documentation
- Facilitate weekly team meetings to align short-term goals with broader production objectives, capturing key updates in meeting notes and fostering an inclusive, feedback-rich environment
- Maintain critical documentation including budgets, release forms, production schedules, and final deliverables, ensuring compliance and accessibility
- Anticipate creative team needs, proactively providing tools and materials to reduce downtime and increase efficiency

### Assistant Manager

April 2015 - October 2015

IT'S SUGAR | Orlando, FL

- Supported launch events and seasonal rollouts by aligning store visuals with national marketing directives and experiential goals
- Supervised a team of twenty and oversaw daily deliveries of merchandise valued in excess of \$60,000
- Inspired team members to meet and exceed daily and weekly sales goals, increasing productivity by 20%
- Developed strategies to deliver amazing experiences to guests and raise the percentage of return business by 10%

### Location Manager

August 2013 - June 2014

Colorvision International, Inc. | Orlando, FL

- Led daily visual merchandising and display updates for high-traffic retail locations, prioritizing brand aesthetics and customer experience
- Achieved a year-to-year sales growth of 20% while safeguarding equipment assets valued at over \$100,000
- Managed a diverse team of photographers and sales associates at one of the company's most profitable locations
- Responsible for all aspects of management, including scheduling, hiring, and training new team members

## SKILLS

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- PMP Certified
- Microsoft Office Suite
- Adobe Creative Cloud
- Project Management Software
- Proactive Problem Solving
- Highly Organized
- Detail Oriented
- Time Management
- Budget Management
- Risk Assessment
- Communication
- Leadership
- Strategic Thinking
- Scheduling
- Negotiation

## EDUCATION

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### BFA in Digital Filmmaking & Video Production

December 2009

The Art Institute of Washington | Washington, DC

- GPA: 3.5, Graduated Cum Laude
- President, Alpha Chi National College Honors Society