

# Brittney Wilson

Atlanta, GA 30312 | [wilson.brittney@prodigy.net](mailto:wilson.brittney@prodigy.net) | (770) 354-2060 | [Portfolio](#)

## EDUCATION

### Bachelors of Art (B.A.), Film Studies

*University of Georgia*

Dean's List: Spring 2022 & Fall 2022

August 2023

Athens, GA

## EXPERIENCE

### Family Assistant

*Sheffer Residence*

December 2023- January 2025

Alpharetta, GA

- Managed and anticipated household operations including scheduling, cleaning, and organizing common areas to ensure a well-maintained environment.
- Coordinated schedules, handled external communication, and assisted with logistical planning for family appointments and events while maintaining private personnel information.
- Provided day-to-day administrative support to ensure the smooth functioning of household tasks

### Stage Manager, 'When Land Is Gone'

*Penn Center – Willson Center*

May-June 2023

St. Helena Island, SC & Athens, GA

- Produced and created a community-engaged and archives-based performance.
- Managed schedules, coordinated meetings, and ensured smooth operations for a team of 40+, handling administrative duties such as paperwork and communication.
- Created portfolios for all cast and crew, including itineraries, contact sheets, and likeness release forms.

### Editor & Director, 'Jenny McNeer'

*UGA - Franklin College of Art and Science*

March-May 2023

Athens, GA

- Led a team of 6; managing schedules, coordinating, and ensuring seamless communication to meet deadlines.
- Shaped the creative vision for a short film in a digital video production course.
- Conducted post-production editing to perfect the narrative, select shots, and enhance audiovisual elements.

### Art Director, 'Code Words'

*Georgia Film Academy*

October-December 2022

Atlanta, GA

- Defined the overall creative direction of a short film for an on-set production course.
- Directed a team of 18 to ensure the artistic vision was consistently executed across all stages of production.
- Collaborated with all departments to ensure cohesive artistic elements throughout the film.

## ADDITIONAL EXPERIENCE

### Fraternity Associate, Phi Kappa Psi- Alpha

August 2022 – August 2023

- Helped prepare for philanthropic and chapter events; creating social media, catering, and decorating.

### Philanthropy Committee, Phi Mu- Theta Beta

September 2020 – May 2021

- Fundraised and organized volunteers to help serve and advocate for Children's Miracle Network Hospitals.

### Design Committee, Innovation Academy

November 2016

- Selected to collaborate with representatives of every high school in Fulton County to develop FCS Innovation Academy.

## SKILLS

**Software:** Microsoft (*Windows, Teams, Outlook & Excel*) | Adobe (*Premiere Pro, Photoshop, Illustrator, Lightroom, Acrobat*) | Apple (*Mac & iOS, Logic Pro X, Final Cut Pro*) | QLab | Google Web Applications | Canva

**Multidisciplinary:** Film Analysis | Screenwriting | Content Creation | Communication | Sales | Project Coordination | Administrative Support (*Scheduling, Filing, Customer Service*) | Organization | Logistics | Detail Oriented

## CERTIFICATIONS

**CPR Certified,** *American Red Cross*

October 2023