

VICTORIA HALKIAS

(484) 387-2489 • vhalvias05@outlook.com • Slatington, PA 18080

Hardworking and detail-oriented, bringing skills in managing production schedules, coordinating with crew, and ensuring smooth operations on set. Experienced in organizing production paperwork, handling equipment, and assisting with scene setups to support efficient workflows. Strong ability to troubleshoot issues, maintain order, and contribute to high-quality productions. Seeking to contribute as Production Assistant with knowledge in set management, equipment handling, and crew coordination.

Skills

- Production workflow
- Pre-production planning
- Tricaster Expertise
- Production
- Organizational skills
- Film crew support
- Verbal and written communication
- Equipment troubleshooting
- Camera operation assistance
- Flexible and adaptable

Experience

Production Assistant
FLOSPORTS, Bethlehem, PA
March 2025 - Present

- Assisted in set-up of equipment rentals, location scouting and other pre-production activities.
- Assisted in resolving issues during filming or post-production processes when needed.
- Coordinated communications between various departments to ensure smooth operations throughout entire production process.
- Assisted the production manager with set up and tear down as well as operating graphics and camera.

Sports Broadcasting Intern
LEHIGH CARBON COMMUNITY COLLEGE, Schnecksville, PA
January 2025 - Present

- Assists with sports broadcasting for LCCC sports
- Signing out equipment, providing tours, and assisting students using the facilities
- Generated ideas for new show formats that could be used during future broadcasts.
- Operated a variety of audio and video equipment used in live productions such as cameras, switchers, mixers and more.

Sports Broadcaster
LAFAYETTE COLLEGE, Easton, PA
August 2024 - Present

- Filming using professional camera equipment and doing graphics for Lafayette College athletic games that stream on ESPN.
- Gained experience in interviewing athletes, coaches and other personnel associated with sports teams.
- Learned how to effectively use audio and visual equipment while broadcasting events.
- Demonstrated flexibility by adapting to sudden changes or technical difficulties during shows.

College Relations Student Assistant
LEHIGH CARBON COMMUNITY COLLEGE, Schnecksville, PA
August 2024 - December 2024

- Design social media marketing campaigns and build a target audience around a brand
- Execute a content strategy and evaluate the results of social posts and advertising campaigns
- Assists the Social Media Specialist an the Director of Marketing and Digital Media and the Content Developer of LCCC's College Relations department
- Created original posts on LCCC's social platforms such as Instagram, Facebook, X, and TikTok
- Completed tasks involving social media within Hootsuite, and Meta Business Suite, photography, editing, event assistance, content creation, and WordPress.

Education

Associate in Arts (A.A.) in TV/Film/Digital Media Production Candidate
Lehigh Carbon Community College, Schnecksville, PA
Expected graduation May 2025

- *Awards & Honors*
 - Dean's List
 - Above & Beyond Club Award
 - Honors Scholarship Program
- *Extracurricular Activity*
 - Film Club
 - Sports Broadcast

Certifications

- Social Media Marketing Certification
- Hootsuite Platform Certification

Publications

- LCCC Early College Student from Parkland Named Leader of Promise
- A Future in Film: LCCC Alum Awarded in Festival
- TV/Film Student Cast in Feature Film
- Thinking Outside the Glass Box
- Internship Provides Practical Learning for Visual Media Student

Organizations

Phi Theta Kappa