

Akeem Oliver

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Result driven media professional with extensive experience in live and studio production, content management, and research. Proven ability to coordinate multi departmental teams, manage complex logistics, and enhance storytelling through technical expertise and creative problem solving. Adept at delivering high quality content under tight deadlines, with a passion for innovative digital media and broadcast workflows.

Entertainment Experience

Jenevesque Media LLC – Atelier: The Story of Brownmill Company- Outreach & Production Assistant

West Orange, NJ | East Coast Premiere Coordination | Dec 2025 – Present

- Researched sustainable/food sponsors and built Philly /DC / Chicago invitee lists for premiere rollout.
- Maintained sponsor/theater/invitee tracking spreadsheets for cross-functional teams.
- Coordinated outreach with theaters and community venues for partner screenings, tracking prospective rental costs and logging estimates to support budgeting and venue selection.
- Served as a cc'd point of contact on community and partner screening correspondence, organizing notes on venues, event coordinators, and screening opportunities to support release strategy and logistics.

The Quiet Hour – Production Assistant

Brooklyn, NY | Dec 2025

- Set up craft services for daily shoots, ensuring crew had access to snacks and refreshments.
- Maintained shot lists and submitted dailies, streamlining post production workflow.

SM10 Films – The Tree - Production Assistant

Queens, NY | Oct 2025

- Set up craft services and captured behind the scenes social media footage for daily shoots.
- Maintained shot lists and submitted dailies, streamlining post production workflow.

B's Knees Productions - Run — Production Assistant

Monmouth County, NJ | Sep – Oct 2025

- Transported camera equipment from Arri Rentals in Long Island City, Queens, to multiple filming locations across Monmouth County, NJ, supporting daily set operations on a multi-location shoot.
- Coordinated lockups with local police, ensuring secure filming zones and smooth traffic management.
- Distributed call sheets and production paperwork to 30+ cast and crew members, maintaining clear communication across departments.
- Facilitated cross department errands (props, wardrobe, camera), contributing to a 15% increase in on-set efficiency.

Cordero Studio - ELI AND JAY — *Production Assistant*

Cranford, NJ | Aug 2025

- Managed set logistics and coordinated meals for a 10 person crew during a live-action/animation hybrid short.
- Served as on-set stand-in for animated character, ensuring continuity and seamless VFX integration.

Visions of My People Films - New Jersey Grind — *Production Assistant*

Roselle, NJ & New York, NY | Aug 2025

- Supported a 20-person crew over a 3 day shoot by managing set dressing, craft services, and meal pickups.
- Coordinated interdepartmental communication, helping keep production on schedule under tight deadlines.

Virtue Films, Inc. - The Last Cigarette — *Production Assistant*

New York, NY | Aug 2025

- Executed daily setup and breakdown of equipment for a NYFA student film, maintaining professionalism and confidentiality.
- Coordinated crew meals and assisted technical teams, contributing to a 10% reduction in setup time.

Columbia University - But Yet To No Avail — *Producer Assistant*

Brooklyn, NY | Jul 2025

- Assisted producer in managing a 10 member cast and crew, overseeing pre production logistics and on set coordination.

Good Villain Productions - One Luv — *Production Assistant*

Harlem, NY | Jun 2025

- Created and arranged 5+ prop photos to enhance visual storytelling and set decoration.
- Maintained craft services, ensuring a well-stocked and clean environment throughout the shoot.
- Streamlined post filming clean up, reducing breakdown time by 20%.

Montclair State University / News 12 New Jersey - Cooking with Koppell "Candidates Edition" — *Production Assistant*

Montclair, NJ | Apr – May 2025

- Coordinated logistics and equipment for a cooking show featuring university president and gubernatorial candidates.
- Assisted technical teams during shoots and managed post-production workflow in collaboration with News 12 New Jersey.

Montclair State University - Cooking with Koppell — *Camera Operator & Grip*

Montclair, NJ | Jan – May 2025

- Operated Sony XDCAM 4K camera and managed lighting for a student produced cooking show streamed on the university platform.
- Collaborated on set design to create visually engaging environments and supported pre production planning.

Inside My Mind - Short Film— *Writer & Director*

Cranford, New Jersey | May 2023

- Wrote and directed this original short film, managing all creative and production aspects.
- Led the cast and crew through shooting and post-production phases.

Union College - UNION COUNTY LIVE — *Director*

Cranford, NJ | Sep – Dec 2022

- Directed live multi-camera broadcasts, ensuring seamless execution and high production quality.
- Managed set preparation, equipment setup, and on-air talent coordination for weekly shows.

Skills

Production: Live & studio production, multi-camera direction, equipment setup, script preparation, scheduling, talent coordination.

Technical: Camera, lighting, and audio setup; Adobe Premiere Pro; broadcast & streaming workflows.

Post-Production: Video editing, asset management, workflow support.

Professional: Screenwriting, research, collaboration, problem-solving, communication, organization.

Digital: Content management, social media awareness.

Technical Tools & Software

Adobe Premiere Pro - Blackmagic - Canon & Sony Cinema/DSLR Cameras - LED & Fresnel Lighting - Boom & Wireless Lavalier Mics - Microsoft Office Suite - OBS & Wirecast Streaming

Education

Montclair State University BA, Communication & Media Studies
Montclair, NJ | May 2025

Union College of Union County AA, Media Studies
Cranford, NJ | May 2023

Relevant Coursework

Production & Media Management - Film & TV Fundamentals - Screenwriting - Crisis Communication - Contemporary Latinx Media - Decolonizing Cinema - Leadership & Organization - Media ownership & conglomeration