

Trevor G. Allen

Objective	My objective is to secure a position with a film production company where I can grow and contribute to the team.		
Experience	March 2007 – Present	Pinnacle Media	Los Angeles, CA
	Line Producer		
	<ul style="list-style-type: none">▪ Organization and creation of budgets, schedules, financing, casting, hiring crew, equipment rentals, contracts, and post-production deliverables.▪ Story and script revisions and rewrites.		
	Feb 2007 – March 2007	New Regency	Century City, CA
Producer's Assistant			
<ul style="list-style-type: none">▪ Assist producer in day-to-day operations, organizing schedules, rolling calls, taking messages, faxing, filing, liaison to cast and crew, script reading, tracking invoices and equipment.▪ Assist in making travel arrangements, hotel reservations, and driving personnel.			
Experience	June 2005 – Dec 2006	YBG Productions	Brentwood, CA
	Line Producer		
	<ul style="list-style-type: none">▪ Creation of budgets, schedules, hiring cast and crew, securing deals with vendors, and legal contracts.▪ Script coverage, assist in developing projects, and raising capital.		
Experience	Dec 2002 – Nov 2004	Stone Canyon Int'l	Century City, CA
	Executive Assistant		
	<ul style="list-style-type: none">▪ Assist CEO with foreign sale acquisitions, project development, script coverage, rolling calls, expense reports, scheduling meetings, and managing calendar.▪ Making hotel reservations, dinner reservations, and travel accommodations.		
Education	Graduated May 2004	UCLA	Westwood, CA
<ul style="list-style-type: none">▪ BA in History, Magna Cum Laude.			
References	Available Upon Request		