

KATIE OLIVERO

PRODUCTION ASSISTANT



571-442-1125



katieolivero21@gmail.com



New York, New York

Education

New York University
Tisch School of the Arts

BFA in Drama
Film & Production Minor

May 2023
Dean's List

Production Experience

Office Production Assistant - FBI Season 6 & 7, Wolf Entertainment

Feb 2024 - May 2025

- Responsible for uploading break and wrap footage, assisting the production team and maintaining office needs for producers and directors.
- Coordinated with multiple vendors to manage and execute daily deliveries, supporting overall office operations.
- Gained hands-on experience and knowledge of the producing aspect of the television industry.

ADD'L Set Production Assistant - FBI Season 8, Wolf Entertainment

Sept 2025 - Present

- Kept hot sets locked during rush hour in midtown Manhattan.
- Relayed notes from the director to background actors and kept crew informed and updated during a tandem shoot in the same location.

ADD'L Set Production Assistant - Law & Order SVU, Wolf Entertainment

Dec 2023

- Performed lockups both at the stages and on location in busy streets in NYC.
- Assisted cast and crew in whatever way possible to facilitate efficient production workflows.

Producer - Double Standard Music Video, "Sweat"

Dec 2024

- Created and managed the budget throughout the project, resulting in finishing under budget.
- Managed personnel and schedules, seamlessly worked around scheduling conflicts and a last minute DP replacement.

Related Work Experience

Intern, Media & Marketing - Lightpath Fiber

June - Aug 2022

- Created animated marketing videos for the company using After Effects.
- Worked with the marketing team at Lightpath and collaborated with Bloom Media for larger projects.
- Gained important communication skills when working with a creative partner.

Skills

- **Software/Digital:** Adobe Premiere, Photoshop, After Effects, Lightroom, Final Cut Pro X, StudioBinder, Dropbox, Cashed, Google Suite, Microsoft Office Suite, Zoom, Skype, Canva, All Major Social Media Platforms
- **Film Equipment:** Sony FS5, Lumix S5, Canon C300 Mark II, Canon EOS M50, Canon 70D, General G&E knowledge
- **Additional:** Valid Driver's License, Dual U.S./Canadian Passport