

TIFFANY HILLIARD

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PROFESSIONAL OVERVIEW

Motivated and detail-oriented **Screenwriter and Production Associate** with a background in Digital Filmmaking and Media Coordination. Experienced in scheduling, team communication, and performance logistics through media and operations roles. Brings over proven leadership and project management experience from fast-paced environments, ensuring smooth production workflows and collaboration across creative teams.

CREATIVE CORE SKILLS

- ❖ Production Coordination & Scheduling
- ❖ Problem Solving & Creative Support
- ❖ Team Communication & Stakeholder Management
- ❖ Confidentiality & Documentation Management
- ❖ Script Coverage & Story Development

FILM & MEDIA EXPERIENCE

Panelist | Groove Swing Speaks - Studio W the Buzz Richmond, VA
02/2024-Present

Executive Assistant | Manson Frazier Media Group – Philadelphia, PA
08/2022 – 08/2024

- ❖ Supported creative and production operations for an independent media company, coordinating meetings, performances, and logistics for artists and production staff.
- ❖ Managed confidential documents, communications, and scheduling across multiple ongoing creative projects.
- ❖ Provided production support including script organization, correspondence with collaborators, and maintaining artist schedules.

CREATIVE DEVELOPMENT

- ❖ Written adaptations, original screenplays and short scripts, focusing on character-driven storytelling and grounded drama.
- ❖ Continuing to develop independent film projects and collaborative creative works.

EDUCATION & CERTIFICATIONS

Master Certification in Production Assistant – Stage 32

06/2025

B.A. in Digital Filmmaking – Living Arts College

Raleigh, NC