

ERIN C. HAWKINS
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SUMMARY OF QUALIFICATIONS

- **Film and Television Production:** Wide-ranging knowledge of film and video projects from inception to completion. Effective at organizing and coordinating shoots; Conduct script analysis and contribute to script changes. Ability to write and edit scenes, treatments, and scripts.
 - **Administration and Communication:** Provide efficient administrative support for a diverse array of program participants and staff. Prioritize and organize workloads to meet strict deadlines; train and support production cast and crew. Establish and maintain strong working relationships with cast and crew in addition to internal and external groups.
 - **Strengths and Accomplishments:** Enthusiastic and creative; demonstrated ability to meet deadlines and objectives. Excellent organizational and communication talents; solid skills in improving productivity and efficiency while reducing costs. Serves as a producer and consultant for TV/Film.
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SELECTED PROJECTS

Director/Writer/Executive Producer: LiteSpark Productions

- "My Sister's Keeper"-Promotional Video

Producer/Medical Script Consultant: LiteSpark Productions

- "My Brother's Keeper"-Script

Associate Producer: Extraordinary Ordinary Pictures

- "The Extraordinary Ordinary"-Feature Film

Medical Technical Advisor/ Medical Script Consultant: Pacific West Coast Pictures

- "Histotech"- Script

Medical Technical Advisor/Script Consultant: Starz Network

-Medical Drama Pilot Script-Television series

Medical Technical Advisor/Consultant: After Eden Pictures

- "8 Days"-Feature Film

EDUCATION

UNIVERSITY OF TEXAS AT ARLINGTON

2009

Bachelor of Science in Nursing

MID-AMERICA CHRISTIAN UNIVERSITY

2017

Master of Arts in Business Leadership