

# MIA HILL

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## PROFESSIONAL EXPERIENCE

Bay Films – Los Angeles, CA

Jan 2022 - May 2025

### Project Manager

- Managed the logistics of Michael Bay's Film/TV slate from Pre- to Post-Production
- Managed the office and daily operations of the team including editorial
- Provided creative input and strategies on all films, commercials, series, and documentaries

Bay Films – Los Angeles, CA

Jan 2021 - Jan 2022

### Executive Assistant to Michael Bay

- Managed complex calendars, scheduled meetings, appointments, events, and travel arrangements as well as trained assistants
- Prepared and managed production documents, including expense reports, billable hours, and overtime tracking
- Managed all IT, including 5 editorial bays, 2 theaters, 2 offices

Buchwald, Talent Agency – Los Angeles, CA

Jan 2020 - Mar 2020

### Talent Agency Receptionist

- Co-lead reception desk, managed calendars for all in-office meetings, answered phones, and greeted visitors
- Updated client contacts, bookings, and resumes on all platforms
- Completed multiple script coverage assignments for literary department per day

## FILM CREDITS

U.S. Secret Service, Step Up (Super Bowl Commercial) – Los Angeles, CA/Washington D.C.

Jan 2025 - Feb 2025

### Associate Producer

- Managed high-stakes productions under tight deadlines, sourcing and onboarding key crew members (DP, 1st AC, 2nd AC)
- Acted as a primary liaison between government stakeholders, executive teams, and production staff
- Oversaw cross-functional coordination between editorial, legal, and production departments
- Facilitated real-time communication between the director and all crew members

Bay Films, We Are Storrer (Documentary Film) – Los Angeles, CA

Jan 2022 - Mar 2025

### Associate Producer

- Coordinated reshoots, editorial re-edits, meetings, and multiple screenings at SXSW, AMC, and home theaters
- Tracked expenses and maintained the editorial budget
- Acted as a liaison between various departments, ensuring smooth workflow, and managed deliverables

Investigation Discovery, Born Evil: The Serial Killer and The Savior (Docu-Series) – Los Angeles, CA

Oct 2021 - Sep 2024

### Associate Producer

- Managed day-to-day post operations including: hiring, meetings, tracking progress and ensuring deadlines were met
- Reviewed and logged hours of footage to identify strong character moments for story development
- Organized and maintained a clear file system to streamline editor access to key material

Frito-Lay, Soccer or Football (Super Bowl Commercial), – Los Angeles, CA

Aug 2022 - Nov 2022

### Assistant to Director, Michael Bay

- Assisted the Director with logistics during pre-production, on set, and post production
- Managed deliverables with all departments including casting, wardrobe, locations, editorial for the director
- Conducted creative research for the project such as costuming and casting

NBCUniversal, Ambulance (Film) – Los Angeles, CA

Jan 2021 - April 2022

### Post Assistant to Director/Producer, Michael Bay

- Acted as liaison between the director and studio to maintain creative alignment and asset quality throughout post-production
- Supported the Executive Producer in overseeing post-production workflows and coordinating re-shoot logistics
- Collaborated with the Film Publicist to develop and coordinate press materials, publicity tours, junkets, and premiere events

## EDUCATION

University of Southern California – Master of Communication Management (Entertainment Marketing)

Dec 2020

The University of Texas at Austin – Bachelor of Science, Film | Minor, Business Foundations

May 2019