

# CALEB KNOWLES

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## RELEVANT EMPLOYMENT HISTORY

**THOR: LOVE AND THUNDER** Production, Marvel Studios  
(July 2021 - August 2021)

**SHANG-CHI** Production, Marvel Studios, Paramount Pictures, Hollywood, CA  
(March 2021 - May 2021)

**THE UNBEARABLE WEIGHT OF MASSIVE TALENT** Production, Lionsgate Entertainment  
(February 2021 - March 2021)

**THE GOLDBERGS** Production, Sony Pictures Entertainment, Culver City, CA  
(July 2019 - February 2021)

**Office Production Assistant** • Effectively distribute PPE to respective departments, daily • Maintain supply of PPE • Copy and distribute scripts, call sheets, one liners, and other time sensitive and confidential material • Coordinate and facilitate all production meetings, tech. scouts, tone meetings, and table reads • Respond and communicate to urgent and confidential issues throughout production • Create sides for cast and crew by using computer to edit PDF script files • Coordinate meal and beverage service for production office • Communicate with various production departments on all essential needs, to include confidential and time sensitive requirements • Ensure runs all around the city are completed in a timely manner.

**AMERICAN NINJA WARRIOR** Production, NBC Universal, Oklahoma City, OK  
(April 2019-April 2019)

**Set Production Assistant** • Communicated with production staff verbally and using various technology • Ensuring sanitation of the production site • Utilized various measures to ensure staff, contestants, and fan safety • Kept eyes on talent • Coordinate meal and beverage service for production staff at crafty • Ensured the production set had proper heat and ventilation • Communicate with the audience via sign production to ensure effective participation

**UNIVERSITY OF OKLAHOMA** Norman, OK  
(Mar 2018 – Feb 2019)

**Football Digital Content Creator** • Utilized a Sony a6300, Canon 5DmkIV and Adobe Premiere Pro to create digital content for multiple social media platforms • Filmed and edited three or more hours of digital video on game days with a two day editing deadline. • Filmed and edited various football scenes for weekly 30 second social media posts

## EDUCATION

The University of Oklahoma, Norman, OK (2016-2019)  
B.A. Film & Media Studies

## PORTFOLIO

[www.calebsknowles.com](http://www.calebsknowles.com)

## SKILLS

• Scenechronize • Box • Adobe Premiere Pro • Airtable • Adobe After Effects • Adobe Photoshop • Customer Service • Phone Etiquette • IT Problem Solving • Printer and Network Repair • Bomgar Support • Google Drive • Windows OS • MAC OS • Microsoft Office • Final Cut Pro

*References available upon request*