

# John E. Hopkins

Production Supervisor, Production Coordinator  
Travel Coordinator, Music Composer, Music Editor  
602.571.0524 | [john.e.hop@gmail.com](mailto:john.e.hop@gmail.com)

**I am a versatile and dedicated professional, with strong communication and technology skills, passionate about truthfully and efficiently serving others. I believe "Teamwork makes the Dream work," I thrive under pressure and excel in fast-paced work environments with a positive attitude.**

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## PRODUCTION WORK EXPERIENCE

Online Portfolio: [www.johnhopkins.com](http://www.johnhopkins.com)

### **Freelance Commercial/Film Production**

**Los Angeles, CA**

**2015 - Present**

Production Supervisor, Production Coordinator  
Travel Coordinator, Music Composer, Music Editor

I've been fortunate to work consistently over the last 6 years on a wide variety of projects from smaller, independent features and online promos to large budget TV commercials, music videos and shows with several A-list actors.

Responsibilities include:

- Hiring crew, negotiating rates, and processing payroll
  - Ordering equipment from vendors, negotiating prices to ensure project remained on/under budget.
  - Coordinating the presentation of shoot day logistics with client and agency, as well as dispersing to cast and crew.
  - Personally organizing full accounting wrap-up for delivery to Production Company.
  - Booking travel, hotels, and transportation for cast and crew on traveling projects.
  - Clear, concise, and professional interaction with high-level clients and talent in all forms of communication.
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## EVENTS WORK EXPERIENCE

### **Winsight Media, LLC**

**Mesa, AZ**

**2010 - 2015**

Charity Coordinator (2010 - 2013)  
Administrator, Digital Media (2013 - 2015)

### **Etak Events, LLC**

**Tempe, AZ**

**2011 - 2017**

Audio/Video Tech & Session Host

Responsibilities included:

- Coordinating incorporation of charity-based elements at corporate meetings and events.
- Communicating with entertainment talent associated with selected charity at each event, working closely with the production team.
- Creating a database of donations for accounting and tax receipt purposes.
- Maintaining an extensive subscription-based database of valuable intel for client, as well as conducting walk-throughs and selling subscriptions.
- Etak: Converting hotel ballrooms to functioning presentation theaters via any audio and video needs in a short timeframe.
- Etak: Personally introducing the speakers of each session and monitoring the video and audio quality for the duration of the event.

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## ADDITIONAL WORK

### **bluemedial, Inc. - Master Finisher**

**Tempe, AZ**

**2007 - 2012**

A large format print company with high-profile clients such as the SuperBowl and the Bondurant High Performance Driving School. Specialty was executing construction of rush signage projects to be done with quality and speed.

### **Music Instructor**

**Phoenix, AZ**

**2005-2014**

Part-time instructor of multiple award-winning competitive musical groups over several school districts and an independent World Champion organization.

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## SOFTWARE KNOWLEDGE

PC & Mac Literate - Microsoft Office - Apple Office Suite - Logic Pro X - Hot Budget - Showbiz Budgeting  
Dropbox - Google Drive - Google Sheets - Google Slides - Slack - Zoom

## EDUCATION

2007-2010

Arizona State University

Tempe, AZ

Major: Music Performance - Jazz

Graduated 2010 - BM

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## REFERENCES

**Taylor Feltner**, Head of Production

310.467.3749

[taylor@evenoddfilms.com](mailto:taylor@evenoddfilms.com)

**Scott Westin**, Events Producer

480.239.2449

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**Christine Lavelle**, Director of EduNetworking

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