

# KITT CURTIS BOWMAN

## PRODUCTION COORDINATOR

Detail-oriented Production Coordinator with 5+ years of experience in commercial, broadcast, and digital media production. Skilled in managing logistics, budgets, scheduling, and vendor coordination for high-volume, fast-paced shoots. Adept at collaborating across creative, production, and finance teams to deliver campaigns on time and within budget. Experienced in both set and office coordination, with strong knowledge of Airtable, Asana, Slack, Google Suite, and Microsoft Office.

### Freelance Production Coordinator (Commercial & Feature Projects)

Charlotte, NC | 2025 – Present

- Coordinated logistics for commercial and film productions, creating call sheets, shoot schedules, crew calendars, and production binders.
- Processed invoices, logged expenses, and supported vendor onboarding and payments
- Collaborated with creative and marketing teams to execute branded deliverables across broadcast, digital, and social platforms.
- Maintained project trackers in Flow, Asana, and Google Suite to balance workload and resources across crews
- Monitored and tracked product, prop, and equipment inventory to ensure smooth shoot operations

### Freelance Office & Set Production Assistant

Charlotte, NC | 2023 – 2024

- Supported production offices for feature film/tv studios and commercial productions, including Lionsgate, Netlix, and Black Bear. Handling scheduling, crew bookings, production office set up and closing, and call sheet distribution.
- Assisted production coordinators with purchase orders, petty cash reconciliation, and expense reporting
- Acted as liaison between vendors, crew, and production teams, ensuring efficient communication and on-time deliveries.
- Managed on-set logistics, including talent support, release forms, and background coordination.

### Senior Producer – Elevation Church

Charlotte, NC | 2019 – 2023

- Led creative video projects from concept through delivery, producing 50+ high-quality videos annually for broadcast and digital distribution.
- Managed project budgets, contracts, schedules, and production calendars for internal and external shoots.
- Directed crews and vendors on set, ensuring alignment with creative vision and client expectations.
- Coordinated talent bookings, locations, and permits across multiple concurrent projects.
- Streamlined pre-production workflows, reducing turnaround time for content delivery by 20%.
- Planned and coordinated post production timelines, feedback, and final delivery

### CORE SKILLS

- Production Coordination & Scheduling (Call Sheets, Calendars, Crew Management)
- Budget Tracking, Invoicing, and Vendor Payments
- Workflow & Asset Management (Airtable, Asana, Google Drive)
- Cross-Team Communication & Client Relations
- Prop, Product & Equipment Inventory Tracking
- Travel & Logistics Management
- Union & Non-Union Production Support

### Education

Bachelor of Arts in Communications  
High Point University

### Technical Skills

Airtable | Asana | Slack | Google Suite |  
Microsoft Office | Adobe Premiere  
(basic) | production budgeting software  
(Hot Budget and Showbiz)

### Contact Info.

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