

Olivia Grillo

Portfolio: LivGrillo.com || Phone: 404.538.2221 || Email: LivGrillo.Film@gmail.com

WORK EXPERIENCE

Hello82 (Music Label & Distributor)	Atlanta, GA
Experiential Activation Designer	Oct 2024 - Sept 2025
❖ Designed twelve album sales events for major K-Pop music labels.	
❖ Used Adobe Suite programs to design & print large-scale, multi-material assets that aligned with client design guidelines for ten pop-up locations. Liaised with integrated teams for asset & timeline approvals.	
❖ Coordinated a team of eight to execute full-scale events on tight timelines.	
❖ Drafted & actualized budgets for each event. Quoted building upgrades with local vendors.	
❖ Gathered & applied practical market research, engaging with the thousands of fans in attendance at each event.	
Freelance	
Production Management	Domestic
❖ Production Manager	Aug 2020 - Oct 2025
➤ Apple Music Interviews (2022 - 2025)	
❖ Production Coordinator	
➤ Kaiser Permanente Tricare Commercial (2020)	
Contract	
Administrative Experience	Atlanta, GA
❖ Production Secretary	Jul 2021 - May 2024
➤ "Saturday Night" - Sony Pictures (2024)	
➤ "Ghostbusters: Frozen Empire" - Sony Pictures (2024)	
➤ "Jackpot!" - Amazon Studios (2024)	
❖ Office Production Assistant	
➤ "Blade" - Disney Marvel Studios (TBA)	
➤ "Creed III" - MGM (2023)	
➤ "Secret Headquarters" - Paramount Pictures (2022)	
Direction / Development	Domestic
❖ Director, Producer	Jan 2020 - Sept 2021
➤ "Surviving Clotilda" - VisitMobile Documentary (2021)	
❖ Development Assistant	
➤ "Awakening Giants" S1 - TV Series (2021)	
❖ Co-Producer	
➤ "What Remains of Emily" - TV Pilot (2020)	



EDUCATION

Savannah College of Art & Design (SCAD)	Atlanta, GA
<i>Summa Cum Laude, Bachelor of Fine Arts, Major in Film & Television, Minor in Media Producing</i>	

SKILLS

Creative: Previz Development, Research, Direction, Graphic Design, Physical Fabrication, Printing

Project Management: Budgeting, Scheduling, Client Relations, Brand Adaptation, Event Planning, Hitting "Reply All"

Workflow: Vendors, Rentals, Contracts, Onboarding, Distribution, High-Volume File Management, Insurance, L&D

TECHNOLOGY

Certification: Adobe Certified Professional - Photoshop (2025)

Design: Adobe Suite (Photoshop, Premiere Pro, Illustrator, Acrobat), Topaz AI, Storyboarder, Procreate

Project: Slack, Airtable, Asana, Dropbox, Box, Google Suite, Microsoft Office, FileMaker Pro

Production: Digital Purchase Order, Movie Magic Software, Scenecronize, Storyboarder, StudioBinder, Final Draft