

Olivia Grillo

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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

Aug 2020 - Oct 2025

- ❖ Production Manager
 - Apple Music Interviews (2022 - 2025)
- ❖ Production Coordinator
 - Kaiser Permanente Tricare Commercial (2020)

Contract

Administrative Experience

Atlanta, GA

Jul 2021 - May 2024

- ❖ Production Secretary
 - "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

Jan 2020 - Sept 2021

- ❖ Director, Producer
 - "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

Summa Cum Laude, Bachelor of Fine Arts, Major in Film & Television, Minor in Media Producing

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, Scenechronize, Storyboarder, StudioBinder, Final Draft