
Melanie Minor

C: 918-633-1796 | E: melanie.minor95@gmail.com

Summary

Associate Producer on DC Daily, with an educational background including an intense four year study of producing and cinematography and prior professional experience in the film and television industry, working on set and in house on countless shorts, features, commercials, and music videos.

Skills

- Content Development
- Coordinating Production
- Budget Management
- Social Media
- Detail Oriented
- Self Starter
- Story/Character Oriented
- Photography, Camera Fluent

Experience

ASSOCIATE PRODUCER-DC DAILY // JAN. 2019-DEC. 2019

Telepictures - Warner Bros. Entertainment Burbank, California

- Coordinate the production of DC Daily's field segments
- Prep and conduct interviews
- Pitch/develop new field segments
- Manage production and content air schedules
- Book crew, talent, locations
- Oversee post - give notes, approvals, and coordinate the delivery process
- Assist in budget creation and oversight

EXECUTIVE ASSISTANT // JAN. 2018 - JAN. 2019

STX Entertainment Burbank, CA

- Manage the schedules and appointments for the Co-Presidents of VR (Andy Vick and Rick Rey)
- Coordinate the internal functions of the VR department
- Plan executive and talent travel
- Manage all invoices and executive expenses
- Coordinate test shoots, PR events, on-camera interviews, and podcasts, for talent and executives
- Manage IMDB, Rotten Tomatoes, and Wikipedia pages
- Oversee the payment and benefits of talent in accordance with WGA, DGA, and SAG rules

COMMUNICATIONS ASSOCIATE // AUG. 2017 - JAN. 2018

CreativeFuture Los Angeles, CA

- Manage social media accounts
- Run ad campaigns
- Website management
- Oversee/advise on SEO performance
- Write/edit company articles
- Conduct extensive research projects
- Mentor Interns

PROJECTS ASSOCIATE // MAY 2017 - AUG. 2017

CreativeFuture - Los Angeles, CA

Project and administrative support for:

- CEO - Ruth Vitale
- Operations Department
- Public Affairs Department

PRODUCTION FREELANCE // 2013 - 2017

— CA and NC

I have worked within the production department on countless projects including feature films, short films, commercials, and music videos. Many of which have made their way through several film festivals. While I have experience serving in a wide range of positions within production, I most commonly worked as either a production coordinator or on the AD team.

CINEMATOGRAPHY FREELANCE // 2013 - 2017

— CA and NC

I have worked as both a first and second assistant cameraman on numerous projects including feature films, short films, and commercials. I have an extensive knowledge of cameras and their inner workings. I have also been fortunate enough to serve as the director of photography on a few passion projects, one of which is currently making its way through its festival run.

Program Proficiency

- Adobe Lightroom
- Adobe Premiere
- Adobe Photoshop
- Microsoft Office

Education

University of North Carolina School of the Arts - Winston-Salem, NC | BFA

Film, 2017

Union High School - Tulsa, OK

2013