

Melissa Danielle
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Dear Hiring Manager,

I am eager to apply for the position you are seeking to fill. My goal is to work with a team that will allow me to use my corporate skillset in TV & Film and grow as a producer.

I have been a freelance producer for 2 years and have produced 2 scripted TV pilots, a Docu-series pilot and most recently an Independent Feature Film, that will be released in December 2022. Some of the tasks that I can perform with a high proficiency include:

- Hiring of Crew
- Submitting SAG-AFTRA Documents
- Coordinating with Casting Director to cast Talent
- Liaison between Agents/Mgrs of Talent
- Scheduling Travel and accommodations
- Creating and distributing shoot schedules
- Liaising with department heads to ensure their needs are addressed, and production expectations are met
- Working with LP to track costs, helping ensure projects are in accordance with budget & cost reports are up to date
- Support LP & EP with assigned duties as needed

With over 5 years of experience as an executive assistant, I am confident in my abilities to perform complex tasks with excellent proficiency. Furthermore, while my on- the-job experience has afforded me a well-rounded skill set, including excellent writing and organization skills, I excel at:

- Creating expense reports, trend analysis, and presentations that facilitate executive decision making.
- General Accounting, A/P & A/R, invoice coding
- Developing improved data management and calendar systems.
- Routing vital documents promptly to ensure no issues arise.
- Planning complex events and project meetings.
- Extensive Travel Plan
- Calendar Management

Thank you for giving me the opportunity to present my experience and skills for this position

- I am certain I would make a valuable addition to your organization I look forward to discussing the position with you in greater detail.

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TV & FILM PRODUCER/PRODUCTION MANAGER

Upbeat and proactive Producer/Production Manager with a proven ability to multitask in a fast-paced environment, managing multiple projects, while implementing effective verbal and written communication skills while always maintaining a positive attitude and remaining detailed-oriented. Has the willingness to accept new challenges and eager to learn and grow.

PROFESSIONAL EXPERIENCE

Men of Courage

Producer | Atlanta, Ga | April 2022 | Docu- Series Pilot

- Assist with hiring of crew and managing PA's.
- Create shoot schedule.
- Manage Talent releases.
- Manage and track expenses.

Aurora

Producer | San Juan, PR | Sept 2021 | Feature Film

- Assist with hiring of crew and managing PA's.
- Oversee travel and housing accommodations.
- Work closely with Director and CD on casting Talent.
- Handling and submission of SAG-AFTRA documents.
- Create and distribute shoot schedules.
- Liaison with Talent Agents and Managers.
- Liaison with Department Heads to ensure expectations are met.
- Support LP and EP as needed.

Big Dreams

Producer | New York, NY | May 2021 | TV Series Pilot

- Assist with hiring of crew and managing PA's.
- Assist with Location scouting.
- Create shoot schedule.
- Manage and track expenses

DM-Enomics

Assistant Production Manager | New York, NY | March 2021 | Streaming Series Pilot

- Manage Talent releases.
- Distribute shoot schedule.
- Manage flow of shoot day.

EDUCATION AND TECHNICAL PROFICIENCIES

High School Diploma

Technical Skills

Microsoft Office (Word, Excel, PowerPoint, Outlook and Publisher), Quickbooks, Concur, Salesforce, Celtx, Movie Magic, Internet Research, Adobe, Wordpress,