



# MELISSA DANIELLE

PRODUCER | PRODUCTION MANAGER

## CONTACT

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## EXPERTISE

SAG-AFTRA Paperwork

Crew Hiring

Production Scheduling

Production Management

Budgeting

## SKILLS

Expert Organization

Expert Scheduling

Multitasker

Detailed Oriented

People Management

Problem Solver

## WORK EXPERIENCE

### Mr. Santa the Musical Christmas Extravaganza

**Producer** | New York, NY | Apr 2023 | Feature Film

- Hiring of crew
- Submit all SAG-AFTRA paperwork
- Work closely with Director and CD on casting Talent.
- Oversee Department Heads
- Create and distribute production shoot schedule.
- Support LP and EP as needed

### The Conveaux

**Production Manager** | New York, NY | Oct 2022 | TV Series

- Hiring of crew
- Work closely with Director and CD on casting Talent.
- Create and Distribute production shoot schedules.
- Support LP and EP as needed

### Men of Courage

**Production Manager** | Atlanta, GA | Apr 2022 | Docu-Series

- Hiring of crew
- Create production shoot schedule.
- Manage talent releases.
- Budgeting.

### Aurora: A Love Story

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

- Hiring of crew
- Submit all SAG-AFTRA paperwork
- Work closely with Director and CD on casting Talent.
- Oversee Department Heads
- Create and distribute production shoot schedule.
- Support LP and EP as needed

### Big Dreams

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

- Hiring of crew
- Assist with location scouting
- Create production schedule
- Budgeting