

Melisa Wilson

Production Assistant

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Coral Springs, FL

OBJECTIVE

My objective is to be a valuable and enthusiastic crew member. I will work hard to make sure people are taken care of and that everything runs smoothly on set and in the production office.

PRODUCTION ASSISTANT EXPERIENCE

PA - "Saved" (Web Series) 2016

PA - "Yellow" (Short Film) 2016

PA - "Pokemon Dead" (Comedy Series), Humaya Films, LLC 2016

ABOUT ME

- I'm a good listener, very organized and follow instructions to the t.
- I'm always early to my commitments (at least 30 mins early). I have the energy and availability to put in long days over the weekend (12-14 hours) and night shoots on weekdays.
- Although I'm not trained in cinematography, I have done this job on set.
- I've done general PA work where I set up C-stands, assisted with set dressing, lighting and audio (sound checks). Also made sure the set was kept clean and organized during and after filming.
- I'm always prepared with the correct clothing, shoes and "ready to work" mentality.

CURRENT/PAST WORK EXPERIENCE

Advertising - June 2016 - Present

I operate as the traffic coordinator where I make sure Radio and TV stations are provided with branded spot material for airing on national and local channels.

Tourism & Travel - May 2008 - June 2016

Worked as an office/marketing assistant. Traveled for tradeshow conferences where I was an event coordinator. I updated attendee logs, assisted with registration and chaperoned groups of 10-20 travel agents at a time.

VOLUNTEER

Savor Cinema Fort Lauderdale (formerly Cinema Paradiso)
Fort Lauderdale International Film Festival

