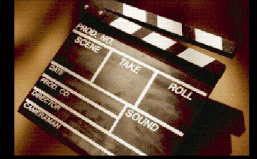


TALIAH MILLER

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Atlanta GA 30316
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Email: taliah.miller@gmail.com



8 years of coordinator experience in media production with a strong interest in TV and Film Production. Proficient in business operations skills and a track record of leadership on time/on budget productions, team building, technical and creative expertise.

Computer Skills

•PC •Photoshop •MS Office
•Mac •Final Cut Pro •File Maker Pro

Core Competencies

•Location Shooting •In-Studio Production
•Music Videos •Webcasts
•Award Show Production •Press Junkets

Production Experience

January 2012	Production Coordinator	Being: Earth, Wind & Fire
December 2011	Production Coordinator	Being: Gladys Knight
November 2011	Production Coordinator	2011 Soul Train Music Awards
July 2011	Production Assistant	Philly's 4th of July Musicfest
March 2011	Producer	Pulse Wear USA Promo
October 2010	Production Assistant	"The Game" Promo
August 2010	Location Manager	Keri Hilson "Breaking Point"
August 2010	Location Assistant	Suntrust Bank Commercial
July 2010	Location Assistant	"Takers" Promo CN-Adult Swim
May 2010	Asst. Location Manager	96 Minutes film
February 2010	Production Coordinator	Bellator Fighter Promo

Assistant Production Coordinator (Los Angeles, CA) 2/09 to 7/09

DJ & the FRO

Titmouse Productions/MTV

- Point of contact for production executives and MTV development team
- Interface with talent management
- Arrange travel for crew
- Administratively support Executive producers, producer and Director. (Responsible for all administrative duties: including answering and screening heavy phone calls, setting meetings /conference calls, extensive travel arrangements and coordinating an executive schedule)
- Maintain phone sheet for producers and crew
- Maintained/Update production binders
- Coordinate meetings for production
- Coordinated voiceover sessions, including booking studios
- Prepare internal/external production communications
- Maintain Production Calendar/Schedules
- Internet research
- Updated daily production board

Worked directly with producer and production accountant to create reports and track data for production invoices

Production Coordinator/Associate Producer (Los Angeles, CA) 5/07 to 2/09

Winston Davis & Associate

- Interacted with President and Vice President, production personnel, clients and vendors and talent management.
- Assisted various departments with different tasks
- Prepared legal rights contracts
- Light script coverage
- Coordinate press junkets for feature films *Lakeview Terrace* and *Nick and Nora's Infinite Playlist*
- Arranged conference calls for the President, Vice President and Writers
- Developed scripts for marketing campaigns on various films and TV shows
- Coordinate meeting schedules
- Coordinate music cue sheets
- Answer high volume of calls w/ multiple phone lines
- Coordinate script table reads
- Coordinate production schedules

EDUCATION

California State University Dominguez Hills
Carson, CA

May 2008

B.A. Communications

Emphasis: Electronic Media and Film Production