

MELISSA HAYS

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Objective

Knowledgeable Production Coordinator with strong scheduling abilities and technical savvy seeks production coordinator position.

Related

Experience

- ❖ **Production Coordinator** – NBA, September 22-30 (Commercial Client)
- ❖ **Production Manager** – “The Tribute” short film
- ❖ **PDX Production & Operations Coordinator** ~ Anima Productions (2014) The Canticle of the Black Madonna
- ❖ **Tribeca Hacks <Hardware>** ~ Selected by TFI & attended Arduino prototype, Processing coding workshop
- ❖ **Unit Production Manager** ~ Templar Nation (2012) & The Freemason (2013)
- ❖ **Production Assistant** – Oregon Media Professionals Association 2014 Golf Classic
- ❖ **1st AD (Assistant Director)** ~ Templar Nation (2012)
- ❖ **Line Producer & Script Services** ~ Tagging, element breakdown, strip boards, budgeting & scheduling
- ❖ **Producer & BTS Camera Operator** ~ “The Tribute” 48 Hour Film Project, Salt Lake City
- ❖ **Producer** ~ “Templar Nation” (2012) & The Freemason (Limited Theatrical Release begins January 17, 2014)
- ❖ **Closed Captioning** ~ Transcription and captioning utilizing open source software
- ❖ **Production Assistant** ~ American Idol Season 13 (AI XII)
- ❖ **Assistant Camera Operator** ~ AI XIII “The Confessional – Salt Lake City”
- ❖ **Cinematographer** ~ Camera Operator for Reality TV pitch reel “**Breaking Mormon**”

Qualifications

PRODUCTION MANAGER – Commercial, broadcast & feature film experience

KIT - Panasonic AF100 kit for HD videography & mobile editing station.

CINEMATOGRAPHER – Camera Op that captures diverse subjects for reality TV and feature films.

SKILL - Remarkable technological savvy, skilled in a myriad of software applications.

PERSEVERANCE - Natural multi-tasking talents facilitate management of simultaneous projects.

ENERGETIC - Motivated with proven ability work effectively in a fast paced environment.

EXPERIENCE - Over a decade in technical, non-fiction writing & working on

LEADER - Providing innovative administrative support to produce exemplary results.

Education

M.P.H. Master of Public Health

- 2014 from Capella University, Minneapolis, MN
- Social & Behavioral Research

B.S. Bachelor of Science Interdisciplinary

- Anthropology, Honors Curriculum
- June 2002 from the University of Akron, Ohio
- USA Today, All Star Academic Team

Skills &

Abilities

TECHNOLOGY

- ❖ **Google Help Desk** ~ Books, Apps & Hardware support specialist
- ❖ **Movie Magic Screenwriter, Budgeting & Scheduler**
- ❖ **Adobe Creative Suite (CS6)** Production Premium – Photoshop & Premiere
- ❖ **Web Design** & Desktop Publishing
- ❖ **MS Office Productivity Suite** ~ Including Word, Excel, Access and Publisher
- ❖ **Social Media** ~ Campaign Design & implementation; content creations and strategies
- ❖ **IT Specialist PC** ~ Computer system & peripheral troubleshooting & support

VISUAL MEDIA

- ❖ **Certified Television Producer** – Field Production Certificate *Awarded by Portland Community Media PCMTV*
- ❖ **Certified Television Producer** – Studio Production Certificate *Awarded by PCMTV*
- ❖ **Final Cut Pro Video Editing**
- ❖ “Framing the Message – Creating Documentaries”

CONTENT CREATION

- ❖ **EPK** creation
- ❖ **Technical report** writing
- ❖ **Press releases**
- ❖ **SEO** driven content

Experience

- ❖ **Music Makes Music**, *Development Director*, Utah (2013)
- ❖ **Sagebrush Consultants**, *Technical Writer/Editor*, Utah (2013)
- ❖ **“The Freemason”** *Producer*, UPM & *Behind the Scenes Camera Operator* (2012-2013)
- ❖ **Joseph James Films**, *Operations Management*, Utah (2011-2013)
- ❖ **Brooklyn Community Acupuncture**, *Office Manager*, Portland, Oregon, (2009)
- ❖ **On-Site Manager**, Dog Adventure Camp & Safe Journey, PDX & WA (2006 – 2009)
- ❖ **Manager and Volunteer Coordinator**, *Brooklyn Community Acupuncture*, Portland, OR (2008)
- ❖ **Executive Director**, Society for Educational Exchange & Development (SEED), *Mwanza, TZ* (1999 – 2003)
- ❖ **Digital Ascents Technological Consulting**, *Consultant* (1999 – present)
- ❖ **Help desk, computer support & Web design**, University of Akron, Anthropology, (1994 – 2001)

Awards

National Recognition

- ❖ USA Today All Star Academic Team, 2000
- ❖ Who’s Who Among American Leaders 2000
- ❖ Omicron Delta Kappa, President, 1998
- ❖ A-Key Recognizing Community Service, 2000
- ❖ National Association of Student Anthropologists, Undergrad-at-Large, 1998-2000

University of Akron

- ❖ Addressed University of Akron Graduating Class, 2000
- ❖ Outstanding Senior, 2000
- ❖ Outstanding Woman Student, 1999 & 2000
- ❖ Outstanding Anthropology Major, 1997-2000
- ❖ Akron Community Foundation Scholarship for Anthropologists, 1997
- ❖ University scholarships surpassing \$10,000

Research

Women & Risk: Preventing HIV in Sub-Saharan Africa, *Mwanza, Tanzania*

Conducted qualitative research that examined the correlation between gender, education, access to technology and HIV transmission. Awarded \$8,650 in supporting grants.

Chautauqua Adolescent Risk Project, *Chautauqua, New York*

Interviewed teenagers and mapped social patterns, recreational landscapes and other qualitative risk factors. Initial support of \$19,000 awarded by the Chautauqua Bureau of Public Health.

Ostrocod Species Variation, *Lake Tanganyika, East Africa*

Collected and maintained live Gomphothere samples from multiple SCUBA field-sites across Zambia and Tanzania. Results published as “Species Variation within the Genus Gomphocythere: A Proxy for Ostracods in Lake Tanganyika,” in The Proceedings of the LENNOU Conference, Brest France 1998. Awarded \$7,900 by the Geological Society of America (GSA) and the Geology Department.

“The person that everyone depends upon... her enthusiasm and service to the community is beyond reproach.”

Lisa Park Ph.D., The University of Akron

Commendations

“Her sharp mind, bold curiosity, deep empathy for others and unyielding I-can-do-it attitude combine to produce a very rare type of creative intellectual force.”

Karen Flynn Ph.D., Harvard University

References

Sohrab Mirmontazeri, *Mirmont Pictures* Sohrab@Mirmont.com (310-691-3911)

Joseph James, Executive Producer *The Freemason*, GeoCashProductions@gmail.com, (818-691-6796)

Darilyn Busch, Internet Engineer, XO, Darilyn.R.Busch@xo.com, (503-442-1800)