

To Whom it May Concern,

Please find my resume attached. I have a wide variety of freelance film/television experience including work as a Production Supervisor, Associate Producer, Covid Compliance Officer, Assistant Production Designer, and Key Production Assistant. I previously received a Bachelor of Business Administration in Marketing from Hofstra University as well as a Bachelor of Arts in Media Arts Production from Emerson College. I believe that my combined knowledge of marketing and production give me an advantage in this field.

I have experience working as the assistant Production Designer for a feature called Mind Body Spirit. This position gave me the opportunity to create a props/set breakdown from the script, acquire props and set materials, set dress, and track and manage a budget.

I recently worked as a Production Supervisor for a feature film called Indoor Contours. During pre-production my tasks included script breakdowns, creating production calendars, finalizing casting, hiring crew, acquiring production insurance, and managing cast and crew contracts and NDAs. During production I managed a team of Production Assistants, managed props, wardrobe and set design, assisted with continuity, organized catering, and tracked reimbursements, expenses, and petty cash.

I also recently worked as a production assistant on a feature film called Moon Students. During pre-production I led marketing efforts and managed social media, created a script breakdown, communicated production efforts with the cast and crew, tracked continuity for the film, and created call sheets. During projection I assisted with set design, managed props, and communicated effectively with the cast and crew.

I previously worked a corporate position at Epsilon as a project coordinator. This position mandated strong communication and writing skills. Throughout my time at Epsilon, I was often challenged to think outside the box and innovate. This level of creative thinking has given me the experience I need to be successful in a creative environment. As a project coordinator I also needed to be extremely organized. I was tasked with many logistical tasks including using project management tools to track and monitor project plans, leading new company initiatives and planning and executing leadership meetings. I was also tasked with scheduling, travel and expense reports, using Concur for travel and expenses.

My time at Emerson has allowed me hands-on experience in many aspects of production including photography, videography, lighting design and sound design and well as first-hand experience producing and directing. I have experience with post-production software including Adobe Photoshop, Adobe Audition, Adobe Premiere, and Final Cut Pro as well as Final Draft for script writing.

Along with my previous experience, I am professional, organized, hardworking, and passionate about television and film production. My full credentials can be found in the attached resume. If you have any further questions, I can be reached at 978-204-5994 or shannonkelly@gmail.com. I look forward to hearing from you!

Sincerely,
Shannon Kelly