

SHANNON KELLY



CONTACT

✉ shannonkelly@gmail.com

☎ (978) 204- 5994

🌐 <https://shannonkelly.myportfolio.com>

📍 815 S Sherbourne Dr, Los Angeles, CA 90035

EDUCATION

BA, MEDIA ARTS PRODUCTION, May 2021
Emerson College
3.96 GPA

BBA, MARKETING, May 2017
Hofstra University
Magna Cum Laude
3.75 GPA

STUDY ABROAD, LONDON, Fall 2015
Richmond, The American International University in London

CAPABILITIES/SKILLS

PROFESSIONAL

Adobe Premiere
Final Cut Pro
Adobe Photoshop
Adobe Audition
Final Draft
Concur
Microsoft Office

PERSONAL

Organized
Self-Starter
Takes Initiative
Driven
Flexible
Meticulous
Passionate

RELEVANT COURSES

- Studio Television Production
- Television Production
- Film Production
- Directing Actors for the Screen
- Writing for Film
- Media Criticism and Theory
- Novel to Film
- Digital Design

EXPERIENCE

ASSOCIATE PRODUCER (October 2021-Present)

Outlaws of Mendocino Feature Film, Blue Wires, Los Angeles, CA

- Lead crowdfunding initiative
- Scouted locations
- Hired crew members

COVID COMPLIANCE OFFICER (January 2021)

Therabody Commercial, Lemonlight Productions, Los Angeles, CA

- Managed symptom and temperature checks
- Ensure COVID protocols are followed during setup, production, and breakdown.

ASSISTANT PRODUCTION DESIGNER (November 2021-December 2021)

Mind Body Spirit Feature Film, Los Angeles, CA

- Acquired props & set materials
- Dressed sets & tracked continuity
- Designed & photoshopped logos

COVID COMPLIANCE OFFICER (December 2021)

Curve Muse Commercial, Lemonlight Productions, Los Angeles, CA

- Supervised rapid testing on set
- Ensured COVID protocols were followed during setup, production & breakdown

PRODUCTION SUPERVISOR (July 2021-October 2021)

Indoor Contours Feature Film, Left to Right Productions, West Hollywood, CA

- Created production calendar & script breakdown
- Assisted in finalizing casting & hiring crew
- Secured production insurance
- Managed props, wardrobe & set design
- Tracked expenses & managed petty cash

PRODUCTION ASSISTANT (July 2021-October 2021)

Moon Students Feature Film, Brazen Image, Los Angeles, CA

- Finalized all aspects of pre-production
- Managed social media and marketing efforts
- Helped prepare for shoots and helped on the set with lights, props, equipment etc.

KEY PRODUCTION ASSISTANT (September 2021)

Kinoo Commercial, Corporate, Los Angeles, CA

- Managed Covid protocol & safety
- Assisted with various tasks on set
- Managed catering efforts

PRODUCTION ASSISTANT (July 2021)

All About Jaden Season 1, Montage Media Productions, Los Angeles, CA

- Created call sheets and finalized production breakdown
- Assisted with props & set design
- Transported equipment and managed catering

PRODUCTION ASSISTANT (June 2021)

Love in LA Season 1, Montage Media Production Company, Los Angeles, CA

- Supported and communicated effectively with director, producers, crew and talent
- Created call-sheets, scouted locations, prepared props and set for shoot
- Ran errands and performed various task to help production run smoothly
- Transported equipment between multiple locations

PROJECT COORDINATOR (April 2018-January 2020)

Epsilon, Boston, MA

- Coordinated corporate project plans
- Used project management tools to track and monitor project plans
- Effectively and accurately communicated information to team members
- Planned and led company initiatives
- Managed calendars, travel, and expenses for President & Senior Vice President