

Kelly Ann Shannon



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Experienced production assistant
EXECUTIVE SUMMARY: seeking for an entry-level production position.

RELEVANT MEDIA PRODUCTION EXPERIENCE

Trillith Studios- Fayetteville, GA

April 2021-Present

Production Assistant: Locations- *Black Adam*

- Assisted the locations department with the set-up and take-down process of all location department duties including
 - The assembly, distribution, and placement of production tents for the actors, producers, video village, hair, make-up, and wardrobe for both inside the sound stage and on location
 - The organization and direction of all 200+ extras who loaded in and out of the studio for the production's largest exterior shoot-day

Additional Production Assistant:- *Black Adam*

April 2021-Present

- Assisted production department with locking down the set
- Assisted the production department with the coordination and delivery of supplies from the studio to the shooting location
- Responsible for the organization and distribution of all production paperwork including call sheets, daily schedules, and scripts
- Assisted the production team with all matters involving the coordination and set-up of the sound stage set and the shooting location set

EUE/SCREENGEM Studios- Wilmington, NC

November 2020-February 2021

Production Assistant: Base Camp- *This Country*

- Assisted the head base camp PA in the organization and communication between all key actors, the hair/make-up/wardrobe department and the production department on set

Production Assistant: Set- *This Country*

- Assisted actors in fulfilling their individual needs in between takes on set
- Assisted the production team with the coordination of studio and set productions
- Assisted in the organization and communication between base camp and shooting locations
- Responsible for locking down set and location shoots during filming
- Responsible for the organization and distribution of all production paperwork including call sheets, daily schedules, and scripts

Production Assistant- *Hightown- Season 2*

November 2020-March 2021

- Assisted the production team with all matters involving the coordination of studio and set productions
- Assisted the production coordinator with stage shoots by operating the bell box, elephant doors, and sound stage doors.
- Assisted the grip department with the organization and distribution of all sound stage equipment
- Responsible for the blocking of actors before each take
- Responsible for the locking of extras before, after, and during each take
- Responsible for the organization and distribution of all production paperwork including call sheets, scripts, and daily shoot schedules

Additional Production Assistant- *Scream 5*

October 2020-November 2020

- Assisted production department with locking down the set
- Assisted the production department with the coordination and delivery of supplies from the studio to the shooting location
- Responsible for the organization and distribution of all production paperwork including call sheets, daily schedules, and scripts
- Assisted the production team with all matters involving the coordination and set-up of the sound stage set and the shooting location set

EDUCATION

University of North Carolina

May 2021

Wilmington: (3.5 GPA/ Dean's List)

Bachelor of Arts in Communication Studies

Bachelor of Arts in Film Studies

PROFICIENCIES

Studio System Skills:

- Camera Operation
- Panasonic DVX 200 Videography
- Zoom H6 6-Track Audio Recording
- Post-Production Audio Mixing
- Studio Script Writing
- Broadcast News Script Writing
- Online News Writing
- Final Draft Tagger 2
- Movie Magic Scheduling

Post-Production Platforms via Adobe Creative Cloud:

- Premiere Pro
- Spark
- Photoshop
- InDesign
- After Effects
- Acrobat

Microsoft Platforms:

- Word
- PowerPoint
- Excel
- Teams
- OneDrive
- Outlook