



MELISSA DANIELLE

~PRODUCER~

~PRODUCTION MANAGER~

CONTACT

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IMDB – Melissa Danielle

EXPERTISE

SAG-AFTRA Paperwork

Crew Hiring

Production Scheduling

Production Management

Budgeting

Permits

SKILLS

Expert Organization

Expert Scheduling

Multitasker

Detailed Oriented

People Management

Problem Solver

WORK EXPERIENCE

Raising Comedians - **Producer** | New York, NY | March 2024 | TV Series Pilot

Mr. Santa: A Christmas Extravaganza - **Producer** | NY, NY | Apr 2023 | Feature Film

The Conveaux - **Production Manager** | New York, NY | Oct 2022 | TV Series Pilot

Men of Courage - **Production Manager** | Atlanta, GA | Apr 2022 | Docu-Series

Aurora: A Love Story - **Producer** | San Juan, PR | Sept 2021 | Feature Film

Big Dreams - **Production Manager** | New York, NY | May 2021 | TV Series Pilot

Production Management & Coordination:

- Develop and maintain detailed production schedule, ensuring timely delivery of milestones and project completion within budget.
- Coordinate logistics for cast, crew, and equipment, managing multiple locations and handling travel, accommodation, and scheduling needs.
- Act as the primary liaison between departments, ensuring clear communication and alignment with creative vision and production goals.
- Direct day-to-day operations on set, resolving conflicts and issues efficiently to minimize disruptions and delays.

Budget & Financial Oversight:

- Create and manage production budgets, tracking expenditures and ensuring adherence to financial constraints.
- Manage the approval of financial reports and expenses, providing regular updates to executives and stakeholders on budget performance, identifying potential areas for cost savings.
- Negotiate contracts with vendors and suppliers to secure competitive rates and on-time deliveries.

Creative Development & Direction:

- Collaborate with writers, directors, and creative teams to shape project concepts, ensuring alignment with the intended vision.
- Play a key role in talent selection, from casting major roles to hiring key department heads, ensuring the right fit for the project.
- Guide the overall tone and direction of the production, balancing creative needs with logistical realities and deadlines.

Team Leadership & Risk Management:

- Manage crew, offering guidance on both creative and operational challenges, fostering collaboration and motivating crew to meet deadlines and quality standards.
- Lead production meetings, ensuring all team members are informed and on track with project goals and timelines.
- Identify potential production risks and develop contingency plans to handle unforeseen challenges, such as weather delays, talent issues, or equipment malfunctions.