



annabeth olivia mellon

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1037 Emerson Ave SE Atlanta, GA 30316

HIGHLIGHTS

PORTFOLIO

portfolio containing video production, editing, and graphic design work samples can be found at www.annabetholivia.com

STRENGTHS & ACCOMPLISHMENTS

crew experience on 20+ sets · named one of *Glamour Magazine's* Top 10 College Women of the Year 2019 · superior written and verbal communication skills · ability to think out-of-the box to creatively solve problems · professional experience in broadcast television production · people-oriented team player unafraid to take on challenges

PROFESSIONAL EXPERIENCE

ASSOCIATE CASTING DIRECTOR

CENTRAL CASTING GEORGIA (MAY 2021 - PRESENT)

accurately, creatively, and efficiently cast background actors to meet client's artistic and logistical needs · communicate with Health & Safety teams to coordinate COVID-19 testing for background actors · discreetly handle sensitive production materials in a professional manner · act as department head in all production needs · oversee all casting for major network television pilot, with hundreds of actors needed weekly

- *previous position held: Casting Assistant*

MULTIMEDIA CONTENT CREATOR

GLOBAL BUSINESS SCHOOL NETWORK (SEP 2020 - PRESENT)

coordinate remotely with communications team to assemble raw footage, graphics, and music into long-form and short-form video content across multiple web platforms · pitch promotional video concepts to various departments and executives · create motion graphics for use in live virtual conference and external communications

- *previous position held: Multimedia Intern*

VIDEO EDITOR

ARTS LAUREATE (SEASONAL, DEC 2020 - MAY 2021)

sync, color grade, and edit remote concert videos in Adobe Premiere · coordinate with project managers to schedule & track deliverables · creatively problem-solve to achieve client's artistic vision within budget · internally review content via Slack with video and audio teams in collaborative environment · produce projects for high profile clients such as the Manhattan Concert Productions

CREATIVE SERVICES SHOOTER & EDITOR

WVUA 23 NEWS (MAY 2019 - APR 2020)

edited 200+ daily promotional topicals, meeting tight daily deadlines and adhering to strict broadcasting standards · provided support for Promotions Producer through every step of production · contributed to scriptwriting and research for wide variety of content across media platforms · directed & produced two segments for broadcast television pilot



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PRODUCTION EXPERIENCE (CONT.)

DIRECTOR

OVERGROWN (FANTASY/EXPERIMENTAL, 2020)

directed thesis film over a five month production, including a four-day shoot · worked closely with director of photography to create shot-list and overall look of the film · rehearsed with cast for two months prior to shooting · facilitated regular progress meetings with entire crew

- selected for 2021 Black Warrior Film Festival and 2021 Hilltop Film Festival of Diversity and Inclusion

PRODUCER

SEAL THE DEAL (HORROR/COMEDY, 2020)

produced peer's thesis film over a five month production · managed all paperwork (talent releases, location agreements, equipment rentals, etc) · assisted director in casting and rehearsal process · managed both internal and external communications for production

- selected for 2021 Black Warrior Film Festival and 2021 Crimson Screen Horror Film Fest

PRODUCER

OF MONSTERS AND MEN (NEO-NOIR/FANTASY, 2019)

produced short film over a five month production · scouted and managed all locations according to logistical needs and director's artistic vision · coordinated communications with all cast and crew · responsible for all production schedules, call sheets, and paperwork

- selected for 2020 Cobb International Film Festival and Flickfair's March 2021 showcase

1st ASSISTANT DIRECTOR

GHOSTED (HORROR/COMEDY, 2019)

created shooting schedule according to location limitations, crew and talent schedules, and university policies · kept production on-schedule and script-supervised while on set · shadowed under director Marquette Jones to direct one scene of the film

- selected for 2020 Sabira Cole Film Festival

EDUCATION

THE UNIVERSITY OF ALABAMA

BACHELOR OF ARTS (DEC 2020) · GPA 4.0

double major: Gender, Media, & Cultural Studies and Creative Media (Film)
thesis research project: Girlhood, Boyhood, and Representation in Animation

INDUSTRY SKILLS

- Adobe Premiere, Photoshop, Media Encoder, and AfterEffects
- Microsoft Word, PowerPoint, Excel, and Outlook
- production scheduling, stripboards, day schedules
- production budget and expense tracking
- DODs and breakdowns
- typing speed of 90 wpm
- HootSuite and social media management
- management & administrative experience