

MELISSA MILLS

PROFESSIONAL SUMMARY

Results oriented dependable Production Assistant with successful track record handling multiple responsibilities. Hardworking professional eager to pitch in and help, in various tasks and departments. With a passion for collaborations and delivering quality work. Possesses both academic knowledge as well as professional experience with planning and facilitating events.

SKILLS

- Proficient with word processing, data entry, and spreadsheets, especially Microsoft applications (Word, Excel, and Outlook).
- Well-equipped in visual composition and presentation.
- Internet savvy, with email, web navigation, digital imaging and social media skills.
- Handy with handheld and power tools, general crafting and shop knowledge/ability.
- Florida Drivers License.

WORK HISTORY

FREELANCE PRODUCTION ASSISTANT 01/2023 to Current

Self Employed Services, Miami, FL

- Remained composed and highly professional in fast-paced and constantly changing environment, effectively handling challenging situations and difficult individuals to provide optimal leadership and achieve desired objectives.
- Organized and procured office and production supplies and rental vehicles. Delegated runners to pick up and deliver to locations as needed. Edited and logged deal memos/contracts. Electronically logged credit card purchases and kept office and print supplies replenished.
- Maintained production office on set, cleaning and restocking the facility upon opening and after wrap. Setting up base camp and breakfast crafty as well as stocking/replenishing craft tables on multiple sets. Liaised with craft services vendors for breakfast and lunch meal breaks.
- Led other PAs in setup/breakdown and transport of production tents, video village and craft tables between several locations. Occasional Talent PA/Liaison for principal actors on set.
- Assisted Coordinator and Producers in planning plan multiple movie premieres and after-parties in South Florida. Liaised with venues to setup and facilitate Q&As after screenings.
- Procured rental cars, flights and accommodations for team locally and in several tour cities.
- Accompanied principal Talent to out of state film festival and ran point for her Q&A, red carpet and press commitments.
- Cataloged and replenished marketing materials for statewide distribution by outreach team. Collected and shipped necessary marketing materials nationwide to Touring team as

needed.

FRONT DESK RECEPTIONIST/ACCOUNTS RECEIVABLE 05/2017 to 11/2022

Meadow Brook Club, Jericho, NY

- Confirmed event scheduling, reservations, communicated with members, and updated member records.
- Resolved member and guest problems and complaints.
- Operated multi-line telephone system to answer and direct high volume of calls.
- Welcomed customers with friendly greeting, answered general questions, gathered nature of visit and directed to specific offices.
- Tracked important information in POS/AR software and spreadsheets, ran reports or generated graphs using data.
- Routed incoming mail and messages to relevant personnel without delay.
- Compiled information from files and reports to satisfy information requests.

EVENT STAFF 03/2013 to 08/2016

Meadow Brook Club, Jericho, NY

- Oversaw setup of outdoor and indoor dining areas, daily setup of side stations and beverage prep stations
- Walked guests through menu options and specials
- Entered orders into specialized POS software
- Provided members and guests with exceptional service to maximize private club experience
- Served and assisted guests during special functions such as weddings, golf tournaments, and fundraisers
- Assisted event organizers and sponsors with setup needs of the event and dining areas.

EDUCATION

Johnson & Wales University, North Miami, FL

Bachelor of Science, Sports And Entertainment Management/Event Management