

# Hannah Sheldon

[hannah.r.sheldon@gmail.com](mailto:hannah.r.sheldon@gmail.com) | (303) 898-9015

---

## Summary:

Producer with experience delivering branded, and social content from concept through final delivery. Skilled in talent outreach, production coordination, and post-production workflows. Proven ability to manage multiple projects and timelines in fast-paced production environments.

---

## Key Skills & Tools

### Editing Software:

Adobe Premiere Pro, After Effects CC, Audition CC, Lightroom, Photoshop, Illustrator, Final Cut Pro, CapCut

### Cameras:

Sony FS6/FS7/FS5/FS9, Sony A7 series, Blackmagic

### Software:

Zoom, Slack, Google Suite, Microsoft Office Suite, Trello, ClickUP, Canva

### Social Media Platforms:

YouTube, TikTok, Instagram, Facebook, X

---

## Branded & Social Content Production

### Multimedia Content Producer

*Gold Tone Music Group – Titusville, FL*

*2024 – Present*

- Lead end-to-end production for branded and social content across multiple digital platforms
- Produce, directed, and edited content, managing concept development, planning, shooting, editing, and distribution
- Coordinate artists for Gold Tone Sessions, including scheduling and logistics
- Create and distribute call sheets for artists and production days
- Maintain organized media asset management and filing systems
- Deliver content across YouTube, Instagram, Facebook, Threads, X, TikTok with videos reaching up to 100k plus views
- Manage a company credit card and track production expenses
- Design YouTube thumbnails for instrument reviews and Gold Tone Sessions

### Production Coordinator

*Oxenfree Film & Motion - Orlando, FL*

*2025 - Present*

- Coordinated cast and crew, maintaining production schedules
- Managed talent releases and paperwork
- Handled craft services for cast and crew
- Provided on-set production support
- Relayed information between departments via walkie-talkie/ headset

### Production Assistant

*Oxenfree Film & Motion/ Trilux Creative/ Sky Advertising - Greater Orlando and Melbourne, FL*

*2023 - Present*

- Maintained a clean and organized set
- Managed craft services with a company credit card

- Assisted crew with on-set gear setup and breakdown
- Ran errands for production staff
- Directed foot traffic and maintained quiet on set

#### **Content Editor**

*IZIDOR – Remote*  
2025

- Organize and maintain digital media asset management systems
- Create and edit short-form video content for Instagram and TikTok
- Collaborate with a producer to implement creative feedback
- Add captions, graphics, and audio to optimize viewer engagement

#### **Office Production Assistant**

*142 Productions – Palm Bay, FL*  
2023

- Maintained production calendars and tracked deliverables across multiple active projects
- Created call sheets, shot lists, and production schedules
- Coordinated crew scheduling, talent bookings, and equipment logistics
- Managed craft services and handled purchases using a company credit card
- Assisted crew with on-set equipment setup and breakdown
- Provided general on-set and production office support

---

### **Television Production**

---

#### **Production Assistant - Wonka The Golden Ticket**

*Netflix - Orlando, FL*  
2025

#### **Utility 1 / Field Crew – XFL Broadcasts**

*Ming Entertainment / ESPN / ABC / The Walt Disney Company - Orlando, FL*  
2023

---

### **Short Films**

---

#### **Producer**

*University of Colorado Denver – The Smoking Plane/ Lovey/ Booth By The Window/ Have A Nice Day / Popping The Question - Denver, CO*  
2018 – 2022

- Created call sheets and production schedules for pre-production, production, and post-production phases
- Handled permits, talent releases, contracts, and all administrative paperwork
- Coordinated cast and crew communication, acting as the primary point of contact across departments
- Oversaw festival submissions and digital distribution
- Scouted locations and organized production meetings
- Drove cast, crew, and gear to locations as needed

---

### **Education**

---

#### **BFA in Film and TV Studies**

*College of Arts and Media, University of Colorado Denver (CU Denver) - Denver, CO*  
2018 - 2022

---

### **Volunteering & Organizations**

---

#### **Women in Film and TV – Orlando, FL**

**Member** | 2025 – Present

**Ad 2 Orlando**

**Film Chair & Production Coordinator** | *2025 – Present*