

Quantieshia Brown

Creative Production Manager

754-274-3344 | quantieshiabrown@gmail.com | [LinkedIn](#) | Miami, FL

EDUCATION

Georgia State University, College of the Arts

Bachelor of Arts in Film and Media | Minor: Georgia Film Academy

Activities: Behind the Lense Film Club

Relevant Courses: Lighting & Electric, Motion Picture Set Lighting, Act/Direct for Camera

Atlanta, GA
December 2024

EXPERIENCE

HartBeat Productions

Assistant Production Coordinator

Miami, FL
December 20-22, 2024

- Managed 12+ departments and 30+ stakeholders, achieving zero delays and 100% on-schedule completion while resolving 15+ daily issues within 24 hours.
- Optimized allocation across 4 locations, preventing \$25K+ budget overruns and maintained accurate documentation for 75+ crew members.

PrinceWolf Productions

Unit Production Manager

Atlanta, GA
April 2023-August 2024

- Delivered productions 15% under budget (\$75K savings) and managed \$1.2M in funds with zero discrepancies, improving profit margins and client satisfaction.
- Supervised 5-person accounting team and 8 departments with 45+ staff, achieving 100% reporting accuracy and 98% on-time milestone completion.
- Reduced production delays by 40% through streamlined scheduling systems, enabling faster project delivery and increased capacity for additional work.

Barrington Marson Productions

Line Producer

Atlanta, GA
September 2021 – April 2023

- Managed operations and budgeting for 2 independent films (\$500K-\$5M), reducing costs by 20% (\$400K) through digital systems, increasing project profitability.
- Negotiated production insurance and completion bonds saving \$35K+ per production while eliminating miscommunication delays, maximizing creative budget allocation.
- Coordinated 60+ crew members across 7 departments with 95% retention rate, achieving zero production days lost and reduced recruitment costs.

City Drive Studios

Production Coordinator

Los Angeles, CA
May 2022 – July 2022

- Coordinated 3 live events across 3 venues with 98% on-time performance, ensuring client satisfaction and building reputation for reliability.
- Managed 35+ crew schedules across 3 live event shows, reducing overtime costs by 22% and processing 50+ payrolls with zero delays, improving production efficiency and team morale.
- Created standardized systems reducing pre-production time by 30% and managed \$250K+ equipment rentals with zero losses, increasing efficiency and protecting assets.

SKILLS

Tools: Movie Magic Scheduling, Microsoft Suites, Zoom, Da Vinci Resolve, Adobe Creative Suites, Final Cut Pro, Studio Binder, Final Draft, WriterDuet, Google Suites, Canva

Areas of Expertise: Organization, Time Management, Attention to Detail, Creative Production Coordination, Project Management & Workflow Optimization, Video & Audio Production, Cross Functional Team Leadership, Marketing & Creative Strategy, Scheduling & Resource Allocation, Budget Management, Creative Marketing Strategy

