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# Melissa Stevens

## Entrepreneur, Problem Solver, Chaos Coordinator

Tucson, AZ 85706

(520) 236-1114

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### SUMMARY

Organized, problem solving, renaissance-woman with a positive & enthusiastic attitude and adaptability to conquer whatever challenges the position being filled requires. Experience in the film industry & administration field spanning 20+ years. Excited for a new challenge and the prospect of new experiences.

### SKILLS

- Multitasking
- Detail-oriented
- Problem Solving
- Project Coordination
- Customer Service
- Logistics & Travel

### EXPERIENCE

#### **Rogue Fish Transport, Tucson** - *Co-Owner; Operations Manager*

June 2018 - Present

- Travel coordination, accounting, contractor management, scheduling
- Cross country transportation, pet care, hiring, etc.

#### **'The Crossroads' Production, Tucson** - *Art Dept. Assistant*

May 2021

- Set decor design & building, film crew shirt design, etc.

#### **'High Priest' Production, Tucson** - *Production Coordinator*

February 2019

- Call sheets, transportation, crew lists, daily progress reports, on-set director & art dept assistance, administrative duties, etc.

#### **'Learning to Drive' Production, Tucson** - *Production Coordinator*

January 2016

- Call Sheets, transportation, travel & lodging logistics, crew lists, catering & craft service, accounting, pay distribution, daily progress reports, etc.

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## REFERENCES

- **Danny Gonzalez** - '*Learning to Drive*' Production, Gaffer  
Hollywood, CA - (818) 331-3466
- **Roderick Stevens** - '*Learning to Drive*' Production, Writer/Director  
Tucson, AZ - (323) 353-8202
- **Christopher Wick** - '*The Crossroads*' Production, Art Director  
Tucson, AZ - (602) 570-9425
- **Mike Dorsey** - '*The Ghost of Mickey Bullock*' Production, First AD  
Los Angeles, CA - (323) 842-4189