



Melissa Le May

Phoenix, AZ

<http://staffmeup.com/profile/go4melissa>



Summary

(714) 423-2040

Hi All, My name is Melissa & I am a Veteran who has loved Film ever since I can remember.

Credits

PRODUCTION ASSISTANT – One Deadly Mistake

Oxygen — TV — Weinberg Media [Details](#)
Covid Coordinator-Ensuring safety on set

8/20 – 8/20

PRODUCTION ASSISTANT – Late Nite Eats

TV — Crooked Horse Productions [Details](#)

-Greeked the Kitchen -Drove Mini Pass Van to transport the crew from the hotel to set -Took notes for continuity -Handed out releases & tracked them back in

8/17 – 8/17

PRODUCTION ASSISTANT

SafetyNet — Advertising — Backflip Productions [Details](#)
-Finding Talent to participate in the Commercial -Signing & Tracking Release Forms

6/17 – 6/17

PRODUCTION ASSISTANT – The F Word (Season 1)

Fox — TV — Hole in the Fence Productions, LLC. [Details](#)

5/1: Help with pick-ups around the town for production and culinary. 5/2: SHOOT 5/3: Help get the crew to airport and vehicles returned.

5/17 – 5/17

PRODUCTION ASSISTANT – Snow Plows

Live/Special Event — Fern [Details](#)

• Taped & Cut the pieces of carpet to fit together • Laid carpet throughout the venue & for the individual vendor booths • Supplied local vendors with the items they requested via work orders • Assisted vendors with setting up their booths for the show • Checked in all Semi-Trucks delivering equipment • Took all driver information such as cell phone number, vendor, and what booths they delivered to • Contacted each driver as they were being requested by the event coordinator • Gave instructions to each driver to the loading dock they were unloading at • Created & Tracked a log of all drivers awaiting to pick-up unsold equipment • Contacted & Directed drivers to the loading dock to retrieve vendors equipment • Gave all drivers directions to the loading docks and instructed them to the dock they were uploading on

4/17 – 4/17

PRODUCTION ASSISTANT – The Voice (Season 12)

NBC — TV — Finnmax LLC [Details](#)

Seated people that were auditioning Took down banners and signs that were hung up throughout the Convention Center Checked in crew members in the morning and provided their name tags and walkie's Registered people and checked their paperwork that were auditioning

6/16 – 6/16

PRODUCTION ASSISTANT – Where Are They Now

A&E — TV [Details](#)

Breakfast/Lunch Runs Keeping track of financial receipts of purchases Returning unused items to the store Purchasing items used for props Setting props up for scenes

5/16 – 5/16

SET PRODUCTION ASSISTANT – Aquarius

NBC — TV — ITV Studios America [Details](#)

Set PA runs on set to ensure all locations were set up to Film in advance. Conducted Lock-Ups.

12/15 – 12/15

PRODUCTION ASSISTANT – East Los High

Hulu — TV [Details](#)

Set PA runs such as taking breakfast orders for actors while in Make-Up. Conducted Lock-Ups.

4/15 – 4/15

PRODUCTION ASSISTANT – Reawakened

1/15 – 1/15

Film (Feature-length) — Independent [Details](#)

- Set up trash recycling and snack areas -Kept up the trash and cleanliness of the restrooms -Unload lights and C-Stands from truck
- Properly wrap cables -Set up C-Stand's and Husky Tripods -Set up 10k lights

GRIP

9/14 – 9/14

Staff Position — PhillyZone Films [Details](#)

- Unloaded Grip Equipment • Set up C-Stands and Husky Tripods • Assembled and placed lights on set • Switched light bulbs to keep the lights in working order • Set up Flags for scenes • Wrapped cables • Broke down all Grip equipment and loaded it back into the van • Cleaned up trash around set

PRODUCTION ASSISTANT – Atonement

9/14 – 9/14

Film (Short) — Web Series [Details](#)

- Slate Takes•Operate second camera•Taped markers for actors•Adjusted items on set that did not belong in the scene shot•Took continuity photos•Cleaned and packaged the props so they could be properly returned

PRODUCTION ASSISTANT

8/14 – 8/14

Staff Position — Chapman Student Film [Details](#)

- Picked up lunch for the crew • Cleaned up trash around set • Assisted with designing the set for scenes • Placed markers for the actors on set • Script Supervised • Cleaned the set and put all items back to their original places in the house that was used for filming

PRODUCTION ASSISTANT

7/14 – 7/14

Staff Position — Iceberg Productions [Details](#)

- Helped set up and break down snack and lunch areas • Picked up lunch for the crew • Cleaned up trash around set • Assisted with unloading Camera's, Sandbags, Dolly's, and Lights to and from multiple locations

PRODUCTION ASSISTANT – The Cold Descent

1/14 – 1/14

Film (Feature-length) — Independent Television Service [Details](#)

- Decorated the set for the scenes -Assist set decorator with decorating the scene -Went on food runs for the Production

Orgs

Friends in Film

Veterans of Foreign Wars

Vetfriends

Education |

Friends in Film | Mentoring Program For Film

Class of '14

Westwood College | Bachelor's of Science in Criminal Justice

Class of '11