

# Melanie Groves

## Production Assistant

9920 N. Stratton Saddle Trl  
Tucson, AZ 85742  
(520) 904 - 4732  
melly.egroves@gmail.com

## EXPERIENCE

### **Freelance Set Production Assistant, AZ** - *Production Assistant*

Feb 2023 - PRESENT

- Worked on different independent productions of feature length and short films.
- Coordinated a range of technical and administrative tasks including but not limited to: managing errands, allocating scripts, and supporting the entire film crew in areas of production, lighting, grip, sound, and camera work assistance.

### **Red Lobster, Oro Valley, AZ** - *Server, Bartender, Certified Supervisor*

January 2011 - Present

- Effectively and efficiently attending to and anticipating the needs of patrons while maintaining composure under pressure in a fast-paced environment.
- Oversee the restaurant by motivating and assisting staff (front and back of house) to complete goals set by management and ensure guest satisfaction.
- Assist upper management in accomplishing operational duties including but not limited to: inventory, scheduling, invoices, communication with vendors, daily cash reconciliation, and training.

## EDUCATION

### **Pima Community College, Tucson, AZ** - *Associate of Fine Arts (Film Major)*

May 2022 - Present

- Completed general education courses in writing, finance, psychology, anatomy, history, astronomy and sign language with a concentration of film related courses focusing on screenwriting, editing, post production and cinematography while maintaining a 4.0 GPA.

### **Arizona Film Ready Crew Production Assistant Intensive** - *Certification*

January 2024

- Completed a 50 hour training program by Arizona Film Office to gain sufficient skills and knowledge to be certified as a Production Assistant.
- Learned the basics of production assistance as well as set etiquette by experienced and notable individuals in the film industry.

## **AWARDS**

- Certified by the Arizona Film Office as a Production Assistant
- Recipient of The Women of Quail Creek Scholarship Award of \$3,500 by showing exemplary perseverance and dedication to my education and future.

## **SKILLS**

- Strong leadership and communication skills
- Resourceful
- Perseverance
- Survival proficiency in Sign Language