

KELI MAZZA

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Mobile, AL

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http://www.imdb.com/name/nm4749240/?ref_=fn_al_nm_1

A versatile, hardworking person who is a quick learner, adapts easily to any situation, and is creative thinker. An experienced, well-organized planner who can manage people and projects, works well on her own or group situations, can think on her feet, and is able to lead projects.

Professional Experiences:			
Feature Films/TV /Comercials	Position	Supervisor	Date
Southern Fury	Art Coordinator	Niko Vilaivongs	2016
Get Out	Production Secretary	Jax Baker	2016
The Prancing Elites Promo's for Oxygen Chanel	Production Assistant	Maggie Ballard	2015
Perfect Weapon	Production Coordinator	Angela Carroll	2015
Holding Patterns	Set PA	Bruce Zwicker	2015
USS Indianapolis: Men of Courage	Assistant Production Coordinator	Jason Salzman	2015
Humaria Commercial	Production Assistant	Luke	2015
Run Away Island	Wardrobe PA / Crafty	-	2015
Extraction	Production Secretary	Ian Navran	2015
Bus 657	Office PA	Ian Navran	2014
Nigel and Oscar vs. Sasquatch	Set PA	Tony Niknejadi	2014
Vice	Office PA	Ian Navran	2014
The Prince	Talent Assistant	Mary Russell	2013
Convergence	Production Secretary	Jax Baker	2013
Oculus	Assistant Set Decorator and Shopper	Michelle Marchand II	2013
Pascadora	Credit Designer	Daniel Garcia	2012
NBC's The Voice auditions	Talent Assistant	Chris Sanchez	2011

Education:

Bachelors of Arts in Communications
Spring Hill College, Mobile, AL 2012

Skills

- Money management
- Project organization
- Scheduling/ Project Coordinating
- Basic office management skills
- Staff training
- PC and Mac proficiency
- Document production
- Layout design
- Adobe Photoshop and InDesign
- Video Editing (Final Cut Pro, Premiere Pro, and iMovie)
- Microsoft Office (Word, Excel, and PowerPoint)
- Personal assistant duties
- Client relations
- Data entry/record keeping/filing
- Problem resolution
- Internal and external communication
- Event planning
- Photography
- Video production
- Typing skills