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# Morrisa Jeanine Elliott

## Film & Video (Film Festival Award Winner & Nominee)

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## Objective

Award Winning Independent Filmmaker and Creative Professional with 9 years of experience + education in full film production, video editing, and script/screenwriting. I am seeking a contractual/non-union production assistant, supervision or coordinating position at your company that challenges and expands my love for filmmaking, creating new connections and traveling while focusing on bringing visions to life.

## Experience

Overview (2009 – Present) Festival Selected Production includes; **INDIE FILM FESTIVAL, LOS ANGELES CINEFEST, & BRONZE FILM FESTIVAL.**

Volunteer for **ATLANTA FILM FESTIVAL** - Sound & Vision Stage

Carpool Karaoke/CBS

[January 2017]

Hired as **Production Assistant**

Drove film vehicle to transport film crew and equipment to locations. Completed release forms on location along with capturing photos of release candidates.  
Break down/ clean up production area.

Feature (Indie) "Going Out Bad"

[October 2016 - December 2016]

Hired as **Executive Producer** for full duration of project. Duties are as follows;

Oversees revisions of screenwrite, budgeting, location scouting, designating crew members to specific task, production meetings, casting, equipment, sending out important documents to cast and crew members, creating production overview, securing permits and production scheduling.

Visuals for "NowThatsTMI - Radio"

[August 2016 - November 2016]

Hired as **Video Producer** and **Music Supervisor** for 3-months. Duties Included;

Booking videographers for weekly filming at radio station. Keeping track of interviewee submissions, emails and radio updates. Created weekly schedules for show segments and selecting the music for live radio broadcast.

Documentary "Road 2 SXSW"

[March 2016]

Hired as **Executive Producer** for 3-day production. Duties included;

Funding/ Budgeting the travel to Austin, TX; booking venues, event coverage for filming purposes, contacting media correspondents for interviews and feedback, creating content ideas for filming and daily scheduling during duration of project.

Pilot for Web Series "You Got What I Need"

[March 2015]

Hired as **Executive Producer** for the full duration of project. Duties included;

Pre- Production; Production Budgeting and Funding, Script Breakdown, Script Revisions, Recruiting and Interviewing Crew, Designating Crew Positions, Production Day Scheduling, Call Sheets, Updates To Crew and Cast List, made sure necessary Permits were in place, Issued Release Forms and Other Contracts, Issued Production Logs, Locations List, Props List, Equipment List, Ordered Equipment, Held Casting Calls, and Held Production Meetings.

Production Days; Arriving early to help set up Craft Services, Place Productions signs, mark lock-off Locations, Managed PA's and issued duties, Provided Scheduled Breaks, Kept up with Equipment Checklist, Arrived Early to each location to set-up, made sure shoot and wrap times were implementation at each location.

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Post Production: Seek Distribution, Oversee Press Releases for product, Oversee Final Edits, made sure Credits Due was distributed properly, coloring final edit and supervised music placements for final edit.

*Commercial for "Capital One"*

**[April 2014]**

Hired as **Production Assistant** for 2-Day Production. Duties included;

Assisting Crew with Set-Up and Wrap-Up procedures, Monitoring Lock Off Locations, Assisting with Craft Services, Equipment Rental Count, Bringing additional Props to set, and marking locations.

*Commercial and Photo-shoot for ESPN WNBA (Atlanta Dream)* **[September 2013]**

Hired as **Production Assistant** and **Runner** for 1-Day Production. Duties included;

Assisting Crew with Set-Up and Wrap-up procedures, Scouting Prop House for Rentals, Picking up and Dropping off main Props to prop-house, going to purchase main Props for photo-shoot, and assisting crew with equipment during set.

*Short-Film for Sundance Film Festival Entry*

**[September 2013]**

Hired as **Co-Producer** and **Line- Producer** for 3-Day Production. Duties included;

Preparing Crew and Cast List, Call Timesheets, Location Scouting, Ordering Props, Casting Call Advertisement, Recruiting Crew to fill positions, Overseeing casting call readings, issued release forms and other contracts, Picking up and Returning Rental Equipment, Transportation for Cast and Crew, Assisting with craft services, Equipment count and Oversee Schedule.

\*\*\* Hired as Freelancer for Other Independent Film Projects in between major gigs \*\*\*

## **Education**

AA (Associates of Arts) \*\*Currently Enrolled in Online Courses for BA-MBA\*\*

**Georgia State University**

**[August 2013 – April 2014]**

Film and Video -- Marketing

Studied Film and Video at Georgia State University in attempt to complete Bachelor's Degree with a minor in marketing. (Still in Process)

**American Intercontinental University - Atlanta**

**[October 2006 – December 2011]**

Media Production

Studied Film and Audio in participation of the "Degree Pathway" Program to achieve Bachelor's Degree. (Transferred Schools)

Business Management

Achieved Business Management; Obtained Associates of Arts Degree in **2009**.

## **Skills**

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|---|------------------------------|
| + Ability to prepare production documents and agreements          | + Capable of editing footage |
| + Capable of negotiating for budgeting and profit purposes        | + Very resourceful           |
| + Capable of marketing production ideas                           | + Very Innovative            |
| + Exceptional Communicator  | + Team Oriented              |
| + Great Computer Skills   | + Highly Organized           |
| + Ability to operate both Macintosh and Windows Operating Systems |                              |
| + Final Cut Pro Express, 7 -10                                    | + Photograph Editing         |
| + Apple Motion 3 -5   | + Industry networking        |
| + Magic Bullet Program and Plug-Ins                               | + Event Planning             |
| + Adobe Lightroom   | + Time Management            |
| + Creating Websites, Logos, Graphics                              | + Creative Writing           |
| + Capable of operating Film and Video Cameras                     | + Paint Shop Pro 6- 9        |

\*\*\*References Available Upon Request\*\*\*

\*\*\*Additional Business Employment Resume Available Upon Request\*\*\*