

Melissa Garza

(714) 227-7488
Melissa@MelissaGarza.com

<http://bit.ly/MelissaIMDB>
<http://bit.ly/MelissaLinkedIn>
<http://bit.ly/MelissaStaffMeUp>

Experience

Shark Byte Entertainment Los Angeles, CA
CEO/Freelancer November 2008 – Current

- Experience in producing, assistant directing, production management, and post-production
- Background in stereoscopic 3D, live-action/CG content, and virtual reality
- Negotiate filming locations, hire crew, and cast talent

Tau Films Los Angeles, CA
Associate Producer October 2017 – December 2017

- Communicated with clients, ran team meetings, managed vendors and supervisors
- Updated schedules in Shotgun, itemized change orders, and prepared content for reviews
- Located new talent for upcoming projects, interviewed candidates, and received bids

AT&T/DirecTV – Creative Services El Segundo, CA
Production Coordinator May 2016 – July 2016

- Quality controlled spots for creative director reviews and assigned tasks to editors
- Compiled scripts for producers to be used in pitches for campaigns and marketing spots
- Researched footage and gathered digital images to use in advertising and pitches

Feeln Los Angeles, CA
Post Production Supervisor January 2015 – March 2015

- Scheduled post production roster of short films for in-house editors and hired freelancers
- Setup and executed a closed captioning workflow for the entire library of original short films
- Collaborated with promo and design team on artwork improvements for use in advertising spots

Faceware Technologies Sherman Oaks, CA
Business Development Coordinator February 2013 – August 2013

- Researched leads, tracked web analytics, managed expenses, and social media
- Maintained and prioritized digital assets for use in promos and libraries
- Handled logistics, travel, and event planning for trade shows

Digital Domain Venice, CA
Digital Coordinator November 2009 – November 2010

- Managed multiple vendors in concert with the VFX Producer
- Requested bids, managed change orders, and tracked shots/invoices
- Monitored Aspera deliveries and provided feedback in a timely manner

Computer Skills

Adobe After Effects
Adobe Photoshop
Adobe Premiere Pro
Autodesk Maya

Autodesk MotionBuilder
Autodesk Shotgun
Final Draft
Microsoft Excel

Microsoft Outlook
Microsoft PowerPoint
Microsoft Word
Sony Vegas

Education

Master of Fine Arts in Film Production
Chapman University, Orange, CA

Bachelor of Arts in Theatre Arts/Minor in Music
California State University, Fullerton, CA

Credits

Co-Producer/UPM	Sereget, Short Film	Red Light, LLC, 2018
Associate Producer	Green Lantern, Ride Film	Tau Films, 2017
Assistant Director	Undercover Up, Short Film	Panther Pictures, 2017
Second Assistant Director	Survey Monkey, Promos	Fall Out Entertainment, 2017
Wardrobe Assistant	Running Away, Feature Film	Run Run Media, LLC, 2016
VFX Producer/Assistant Director	John Steinbeck's Flight, Short Film	Tica Productions, 2016
Director	Girl in a Coma, Short Film	Cobra 'N' Unicorn Films, 2016
Set Costumer	Cowgirls Story, Feature Film	Rodeo Films LLC, 2016
Production Coordinator	Ray Meets Helen, Feature Film	Your Own Dime LLC, 2016
Production Coordinator	Wings Over Washington, Ride Film	Tau Films, 2016
Producer	Lilytyger - All Yours, Music Video	Shark Byte Entertainment, 2016
VFX Producer	A Bag of Chips, Short Film	THuff Films, 2016
Second Second Assistant Director	LA River, PSA	Women In Film, 2015
Second Assistant Director	Samsung Curved TV, Commercial	Duroo Productions, 2015
Associate Producer/Coordinator	Kuumba Shule, PSA	Kuumba in Motion, 2015
Animator	That Noise - Blue Jean Baby, Music Video	Shark Byte Entertainment, 2015
Assistant Director	Academic Malfeasance, Short Film	Panther Pictures, 2015
Assistant Director	Foreclosure, Short Film	MKW Productions, 2015
Post Production Supervisor	Baatan, Short Documentary	Feeln, 2015
Post Production Supervisor	Sword of Honor, Short Film	Feeln, 2015
Post Production Supervisor	InspireWire, Digital News Series	Feeln, 2015
Production Manager	The Art of Human Salvage, Short Film	Man in the Box Films, 2015
Assistant Director	Wedding Wish, Reality TV Sizzle Reel	MKW Productions, 2014
Director	RedTape Wrecking Ball, Music Video	Royal Lab Films, 2014
Producer	Dirty Laundry, Short Film	Shark Byte Entertainment, 2014
Producer	Scale Down, Commercial & Mobile	Samuel Schectman Productions, 2014
Assistant Director	MisSpelled (Promologue), Web Series	Live Bait LLC, 2014
Producer	Open Call, Short Film	Shark Byte Entertainment, 2014
Visual Effects Artist	Grind, Short Film Musical	Chemically Altered Productions, 2014
Producer	Captured Melody, Stereo 3D Short Film	Shark Byte Entertainment, 2013
Digital Coordinator	Tron: Legacy, Feature Film	Digital Domain, 2010
Producer	Go Daddy Super Girls, Web Commercial	Shark Byte Entertainment, 2010
Production Coordinator	Donkey Live!, Theme Park Experience	Super 78, 2009
Production Coordinator	Dora & Diego's 4-D Adventure, Ride Film	Super 78, 2009
Production Coordinator	Madagascar: A Crate Adventure, Ride Film	Super 78, 2009
Motion Capture Tracker	Avatar, Feature Film	Giant Studios, 2008
Motion Capture Coordinator	The Adventures of Tintin, Feature Film	Giant Studios, 2008
Motion Capture Coordinator	Night at the Museum 2, Feature Film	Giant Studios, 2008
Motion Capture Coordinator	Tomb Raider, Commercial	Giant Studios, 2008
Motion Capture Coordinator	Nike/Gillette, Commercial	Giant Studios, 2008
Producer	Smoking Mom, PSA	Shark Byte Entertainment, 2008
Assistant Director	Country Stepping, TV Competition Pilot	Ron Waters Productions, 2007