

Melina Psarros

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EXPERIENCE:

Production Intern, Doomsday Entertainment

Los Angeles, CA | May - Aug. 2019

- Work with industry leading producers, production managers and directors to provide research and treatment imagery for music videos and commercials
- Assist production managers to schedule logistics for cast & crew and maintain production spreadsheets
- Act as assistant to producers and directors working in the office with their day-to-day production tasks
- Handle phones, reception, and act as office manager
- Manage company hard drives, backup project data and organize project wrap book files
- Gain on set production assistant experience on high budget commercials

Development Intern, American High Production Studios

Syracuse, NY | Oct. - Dec. 2018

- Work remotely with the company's pre-production team for features with global theatrical and digital distribution
- Provide weekly script coverage for feature length screenplays

Equipment & Technology Specialist, S.I. Newhouse School

Syracuse, NY | Jan. 2018 - Present

- Manage Newhouse's equipment distribution center
- Oversee inventory & logistics of millions in leading industry standard equipment
- Develop a strong proficiency in equipment and editing software in order to train other students
- Refine customer service skills

Exec. Human Resources Director, WJPZ Radio

Syracuse, NY | May 2018 - April 2018

- Partner with InclusiveU, a Syracuse University program for students with intellectual and developmental disabilities, to ensure that WJPZ radio is a space of equal opportunity
- Refine interpersonal and communication skills through managing and acting upon HR complaints

Associate Producer, WJPZ Radio "Morning Zoo" Show

Syracuse, NY | Sept. - Dec. 2018

- Manage social media for a weekly 6-10am morning show with an average of 7,000 listeners
- Plan and organize on-air segments and talking points
- Cut and produce reels and show highlights using Adobe Audition

EDUCATION:

S.I. Newhouse School of Public Communications, Syracuse University

Bachelor of Science:
Television, Radio & Film
Minors:
Art History
French Language &
Francophone Culture
GPA: 3.6

PROGRAMS:

Adobe Premiere Pro
Adobe Photoshop
Adobe Lightroom
Adobe Audition
Davinci Pro
Final Cut X
Google Suite
Microsoft Office

TECHNICAL SKILLS:

Camera Operation
Production Assistant Experience
Phone & Reception Duties
Script Coverage
Social Media Analytics
Social Media Platforms

LANGUAGES:

Fluency in Modern Greek
Conversational French