

# Production Assistant Patrice Kelly

404-964-1551

[Patricebkelly3@gmail.com](mailto:Patricebkelly3@gmail.com)

Atlanta, GA

## SCRIPTED SERIES

<b>BIGGER</b> – Season 2 TBA Productions, LLC	Location Coordinator Location Manager: Cryselle Stewart	Atlanta, GA 2020
<b>BIGGER</b> – Season 1 TBA Productions, LLC	Location Coordinator Intern / PA Location Manager: Cryselle Stewart	Atlanta, GA 2019

## FILM

<b>HOMESTEAD</b> SCAD Student Film	Location Assistant / PA Location Manager: Dwight Dyer (FILMLOCALGA)	Mount Airy, GA 2020
<b>EXCEPTION TO THE RULE</b> SydneyDee Studios	PA to Producer Producer: Sydney Taylor	Atlanta, GA 2019
<b>GAME CHANGER</b> Rock This World Productions	Location Assistant / PA Location Manager: Dwight Dyer (FILMLOCALGA)	Buchanan, GA 2019

## STUDENT EXPERIENCE

<b>SHADOWS</b>	Producer / Crafty	Georgia Film Academy 2018
<b>SUDS</b>	PA	Georgia Film Academy 2018

## EDUCATION

Georgia Film Academy  
OSHA 10  
Kennesaw State University

## TOOLS

Dependable Vehicle  
Valid Driver's License  
Laptop and Camera

## RELATED WORK EXPERIENCE

### **Multitasker: Business Office Manager**, *Arbor Terrace EC*

- AR, AP, Billing, Payroll, Hiring, Orientation and Training

### **Problem Solver: Housing Manager /Asst Administrator**,

*Calvin Court/Presbyterian Homes of GA*

- Coordinated and Managed Office Functions, met resident's needs, scheduled/conducted tours
- Administered HUD –Federal Housing Assistance Program

### **Coordinator: Sales Administrator**, *ServIT, Inc.*

- Coordinator and Key Contact for Sales Team - Project Management, Order Fulfilment

### **Self-Motivator: Virtual Services**, *Roday Virtual Services*, servicing Arise Virtual Services

- Sales and Support for Disney Resort Restaurants and Cirque De Soleil