

KAELYN WILLAMS

PRODUCTION ASSISTANT

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ATLANTA, GA

PROFESSIONAL OVERVIEW

I am a 3rd year undergrad student at Georgia State University. I am majoring in Film and Media with a minor in Journalism, currently seeking a full-time role where I can grow professionally and showcase my talents in creating amazing and rememberable projects and productions.

AWARDS

Infinite Appeal Creative Group GSU

New Student Orientation at GSU

Black Student Achievement GSU

Spotlight Volunteers GSU

First Miss Pounce Royalty for Georgia State University 2019-2020

SKILLS & EXPERTISE

Marketing Advertisement/Computer Skills/Dedicated/Organized/Reliable/Excellent Communication Skills/Motivated/Strong Work Ethic/Professionalism/Radiant Personality Camera Work/Single Camera and Three Camera/Directing, Editing, Producing and Writing/Experience as a Photographer/Sound Engineer, Technical Operator/Set Designer Computer Skills: Adobe Premiere Pro/Adobe Photoshop/Adobe After Effects/Final Cut Pro X/GarageBand

EDUCATION

Georgia State University

College of Arts

Film and media (PRE) in progress, 2019-2022

Minor in journalism in progress, 2019-2022

Villa Rica High School (2019)

Honorary Diploma 4.0 GPA

Head student in charge of Video and Communications

Intern and Advanced Student for Broadcast and Video

RELATED WORK EXPERIENCE

Social Media Manager and Sound Engineer for Panther News

PANTHER NEWS GEORGIA STATE UNIVERSITY, NOVEMBER 2019-JANUARY 2021

Created appealing and awe-inspiring content for the viewers. Produced marketing copy to advertise products, talked about industry-related topics and promoting content on social media. Videos gained recognition over 10k+ views. Assembled, operated, and maintained the technical equipment used to record, amplify, enhance, mix, and reproduce sound within the recording studio/set.

Production Assistant for Altar Productions

INSTAGRAM @ALTAR.PROD, NOVEMBER 2019 - PRESENT

Worked on numerous projects including *Winds of Change*, *The Wanderer*, *Mona Lisa*, and more. Help prepare the set with lights, props, equipment etc. Assist costume designers, directors, camera crew and other crew members. Printed and distributed daily paperwork (e.g. scripts, call sheets). Escorted actors around the filming area and coordinate extras. Conducted crowd control by putting up signs, directing pedestrians away from filming, lock down sets etc.

Infinite Appeal Production Assistant and Creative Director

INSTAGRAM @INFINITEAPPEAL, JANUARY 2020 - PRESENT

Guided all projects and was responsible for the overall quality of work produced by the creative department. Depended on the creative focus, the company's needs, and helped generate the big ideas for certain projects put forth.