

# Keyani Haynes-Coleman

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310.982.8033

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## Education

Bachelor of Arts, Communications      Expected Graduation: Dec. 2022

Concentration in Film, Television, and Media

California State University Los Angeles

Associates Degree, Communication Studies    Graduation Date: Jun. 2021  
El Camino College; Torrance CA

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## Experience

### Production Assistant

Freelance

Various Locations

- Ordered, reserved, and rented equipment needed to complete production
- Assisted in set design, and other tasks assigned to me by the producer or director
- Organized director's notes which saved money on budget & two weeks of production time
- Managed confidential matters for cast members and talent like, medical information, wardrobe issues, and errands
- Understood field shoots to become a valued assistant & prepared for optimum sound and visual quality, placing mics and setting up lighting.

### Productions include

90 Minutes of the Fever (2016 Film)

Essence Interview featuring Ava Duvernay (2018)

Family Reunion- Netflix (Season 1)

My Celebrity Dream Wedding- Vh1 (Season 1B)

The Ms. Pat Show- BET+ (Season 2)

### Creative Visions - Creative Visionary/ Associate Social Media

Producer

June 2021- August 2021

Malibu, CA

- Created digital content for the brand's social media page

- Researching Strategies to engage the community
- Boosted online presence and increase followers
- Press releases for online media forums
- Built and managed a highly engaged social media presence—built a high-quality network of followers on Instagram, YouTube, TikTok, and Twitter.

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## **Skills**

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**Computer:** Adobe Premiere, Adobe Photoshop, Microsoft Office

**Languages:** Fluent in English; Conversational Spanish

**Certifications:** Food Handlers License