

(407) 920-1358 

Melissamponce3@gmail.com 

www.linkedin.com/in/melissa-ponce68491b245/ 

Melissa Ponce

Self-motivated, engaging, and proactive individual. Team player with great communication skills, high quality of work, driven and detail oriented. Strong negotiating skills, business acumen and able to work independently. Bilingual. Passionate about story telling through a lens. Images have been featured on websites and magazine articles.

Experience

2022-PRESENT (VOLUNTEER) [DIGITAL CINEMATOGRAPHER SPARK](#)- FULL SAIL UNIVERSITY, WINTER PARK
Capture community events via Sony FX9 and Sony FX6. Editing film on Adobe Premiere for reels. Follow best practice for on-location photo shoots regarding equipment to get the right exposure and lighting. Capture still life action photography on Canon EOS Mark IV & Canon 2000D to illustrate a range of new stories. Organized and curated galleries of images ensuring the best photos were presented for editor selection.

2022-PRESENT (VOLUNTEER) [PRODUCTION ASSISTANT](#)/ WWE/NXT- FULL SAIL UNIVERSITY, WINTER PARK
Coordinate backstage crews for LIVE and pre-taped segments and vignettes. Coordinate with Executive Producers and Directors regarding the execution of all show related elements. Provide overall assistance to Associate Producers and Directors. Active involvement throughout LIVE vignettes backstage.

2018-PRESENT [LEGAL & CLOSING COORDINATOR](#)/LENNAR HOMES, ORLANDO FL
Create, organize, and maintain the overall project schedules for new homes. Manage the construction team, Title team and mortgage team to get a smooth closing for buyers. Collaborate with different departments with focus on home project and lenders to deliver and schedule all buyers accordingly. Evaluate construction budgets and work scope to provide upper management correct reports. Principal point of contact for tracking and reporting progress of home project, budgeting and negotiation if needed. Manage contracts and invoices through internal pipelines.

Skills

Type 96WPM • Proficient with Workday • Team player • Excellent time management skills • Conflict Management • Public Speaking • Data analytics • Adobe Illustrator • Adobe Photoshop • Adobe InDesign • Adobe After Effects • Adobe Animate • Adobe Audition • Adobe Media Encoder • Adobe Premiere • Adobe Premiere Rush • Final Draft • AV Scripts • Camera Set up (Sony FX-6 and Canon) • Storytelling • Writing • Storyboarding • Editorial Skills • Graphic Design • Scriptwriting Techniques • Multimedia Presentation • Movie Magic Budgeting • Movie Magic Scheduling • Shotgun • Google Docs • Lighting

Education

[Bachelor of Science in Digital Cinematography](#)/Full Sail University, Winter Park FL
[Certificate- Film & Television](#)/Full Sail University, Winter Park FL