

AISSATOU BAH

ASPIRING CREATIVE PRODUCER

CONTACT

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<https://ice373.wordpress.com/>

Los Angeles, CA

SKILLS

Adobe (Premier, InDesign, Photoshop)

Microsoft Office Movie Magic Budgeting

Media (Twitter, Instagram, Facebook, Tiktok)

Video Editing Skills (Student Film Productions: Muslim Student Association Documentary)

Calendly Scheduling Software

Organizational Skills

EDUCATION

Bachelors Degree

CUNY HUNTER COLLEGE

2016-2020

Major in Film & Television with a concentration in Documentary

DEANS LIST MUSE SCHOLARSHIP
NORDSTROM SCHOLARSHIP WINNER

LANGUAGES

Fulani 

French 

Spanish 

WORK EXPERIENCE

Field Producer | Associate Producer

08/2023 - PRESENT

HULU Unscripted Series | Muslim Matchmaking Season 1 | Meralta Productions

- Responsible for researching, writing Hot Sheets in the field
- Gather information and follow leads with talent for story beats while making sure to obtain releases
- Manage production teams including camera operators, reporters and broadcast technicians to provide live satellite feeds or shoot video for later editing into story packages.
- Arrange interviews and location shots, and produce content while creating segments, editing video and reviewing broadcasts to monitor quality against established production standards.

Post Assistant

04/2023 - 08/2023

MOXIE FILMS

- Assisted editors while working on upcoming Documentary for HBO
- Transcribed footage for the series using Otter.ai
- Manage, edit, and organize Hot Sheets to ensure they conform with project guidelines.
- Locate, log, and organize various footage for editing.
- Provide day-to-day support to the writing and editing teams as needed.

Producers Coordinator

02/2023 - 04/2023

OPTOMEN Documentary Productions UK (Discovery Plus) Megan Thee Stallion vs. Tori Lanez

- Supported the UK team of producers at Optomen (Anabelle Marshall, Simon O'Leary) on a documentary about a shooting and subsequent court case between Megan Thee Stallion and Tori Lanez
- Assisting in hiring of crew and obtaining permits
- Coordinating shoots and creating call sheets
- Managing reporting deadlines and deliverables for funders

Associate Producer

10/2020 - 10/2022

COMIC CON NYC 2022 - Ticking Clock Productions

- Delegated responsibilities for the Camera teams ex. setting up shots while working with the Comic Con audience
- Coordinated with Production Manager to make sure Director has what they need to accomplish the various shots from client (ReedPop Company and Comic Con crew)
- Witnessed the production at a macro level while continuously creating content in real time with the different cos players
- Engaged with people from multiple communities and pivoting during stressful situations

Executive Assistant | Digital Production Assistant

07/2020 - 02/2023

PARAMOUNT+ CBS (Unscripted VH1 & MTV Digital Series ex. LHH, The Challenge, Ink Master, RuPauls Drag Race)

- Supported on-air and digital shows (Love & Hip Hop, Black Ink Crew and RuPauls Drag Race) teams through advising on pro-social messaging and responding in real-time to news events that affect VH1 audience
- Drafted and edited copy for digital platforms, and worked with scheduling/calendar for VP of Multiplatforms as Executive Assistant (to Ray Hunt) Consistently updated the current projects and incoming submissions to VH1 and MTV digital franchise extension videos
- Served as a liaison by managing, sorting, and forwarding internal and external inquiries to the appropriate individuals

Administrative Assistant | Development Fellow

09/2020 - 09/2021

JIGSAW PRODUCTIONS DOCUMENTARY | Media Makers

- Worked with multiple departments to support different projects (Unt. Kwami and Lost Culture Documentary)
- Reviewed material and provide Jigsaw brand focused feedback
- Prepared and tracked expense reports while Aiding in preparing presentations and proofreading documents
- Identified a specific project ("Staten Island's True Fall" Future Doc and The Black Muslim Girl Podcast biopic) to develop during the four-month program; Wrote concise coverage of scripts