

Melissa Baird

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EDUCATION

UTAH VALLEY UNIVERSITY (UVU) - Orem, UT

Jan 2015 - May 2020

B.S. Digital Cinema

- **GPA:** 3.47

ST. POLTEN UNIVERSITY OF APPLIED SCIENCES - St. Polten, Austria

Sep 2019 - Feb 2020

Study Abroad - iLab Interdisciplinary Program

- **GPA:** 4.0
- **Awards and Honors:** Marshall Plan Scholarship Recipient, Official Selection at LDS Film Festival 2019, "Exceeding Expectations and Service" Award 2014 & 2013
- **Extracurricular Activities:** Utah Film Commission, Sundance Film Festival Volunteer 2018 & 2017, Utah Valley University Film Club

CREDENTIALS & LICENSES

- Avid Media Composer
- UFC PA Certified

EXPERIENCE

Intern

LDS Motion Pictures Studio - Provo, UT

Sep 2017 - Nov 2017

- Met rigid & challenging deadlines, worked in harmony with other people, took direction on each assignment, & gave full attention to detail
- Utilized independence in working, tact, & diplomacy—as well as using sound judgement in organization, policy, & protocol

Producer

iLab Student Documentary ("Bio-Hof Schrenk") - St. Polten, Austria

Sep 2019 - Feb 2020

- Mentored team with different disciplines of study through all stages of production, including training for on-set protocol & role requirements

Utah Valley University Student Music Video ("Oceans") - Orem, UT

Nov 2018 - Dec 2018

- Developed Production design concept & reserved specific lighting equipment, fog machines, & studio space in order to meet the demands of Production

Editor

iLab Student Documentary ("Bio-Hof Schrenk") - St. Polten, Austria

Sep 2019 - Feb 2020

- Constructed a custom opening title sequence with After Effects software
- Kept an organized workspace including proper file management

UVU Student Music Video (“Oceans”) - *Orem, UT* **Nov 2018 - Dec 2018**

- Responsible for overall look & feel of music video & received Director’s approval prior to delivery for deadline
- Re-ordered & tweaked content to ensure logical sequencing & smooth playback

Freelance Commercial (“White Feather Rock”) - *Santaquin, UT* **Jan 2018**

- Coordinated with client & developed rough cut for approval & facilitated required changes
- Checked copyright and permission issues; Ensuring royalties were paid for music

UVU Student Documentary (“Light Blues”) – *Provo, UT* **Jan 2017 – Apr 2017**

- Utilized time management skills & speed to meet set deadline without sacrificing quality
- Worked harmoniously with Producer & Director to portray story accurately & professionally—communicating quality concerns, changes, & suggestions

1st Assistant Director**UVU Student Film** (“Within These Walls”) – *Orem, UT* **Jan 2018 – Apr 2018**

- Ensured all daily shooting targets were met while maintaining Director’s vision
- Collected required signatures for location & Talent release paperwork

Casting Assistant**Blue Moon Productions** (“Coming Home”) – *Midvale, UT* **Apr 2018**

- Managed Talent check-in & green room traffic

Art Assistant**Mormon Tabernacle Choir Music Video** (“O Come, Little Children”) – *Tooele, Ut* **Oct 2017**

- Assisted with building set pieces & transforming location on a low budget
- Assisted with building nativity prop

Production Assistant**Mormon Tabernacle Choir Music Video** (“O Come, Little Children”) – *Tooele, Ut* **Oct 2017**

- Prioritized tasks to ensure successful execution of production
- Anticipated needs of cast & crew, allowing for smoother work flow during shoot

Craft Services**LDS MPS Website Video** (“Act in Faith: The Stoneman”) – *Provo, UT* **Oct 2017**

- Provided excellent service & interpersonal communication when interacting with cast & crew
- Budgeted & bought food supplies based on crew size, work environments, & menu planning

LDS MPS Mormon Message (“Good Samaritan”) – *Salt Lake City, UT* **Sep 2017**

- Collaborated directly with production to arrange special cast requests/dietary restrictions
- Controlled food usage, recycling, waste, and logistics

SKILLS

- Proficient computer skills such as: Office, Pages, PowerPoint, & Keynote
- Familiar with Premiere Pro, After Effects, Illustrator, InDesign, Audition, & Photoshop
- Familiar with Avid Media Composer & Protocols
- Perform requirements efficiently and quickly to meet position standards
- Work well under pressure