

Melissa Bell

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Pursuing project management roles where I can leverage my background in media production to drive efficiency.

EDUCATION

Bachelor of Science in *Experience Design & Management*

Aug 2018 – Apr 2024

Brigham Young University, Marriott School of Business

Provo, UT

- Leadership: Experience Design Society Event Organizer
- Scholarship: Regent Scholarship for achievement in excellence

EXPERIENCE

Writers' & Executive Producer's Assistant

Oct 2024 – Present

Kaleidoscope Pictures - Studio C

Provo, UT

- Run 40+ Zoom writer's room meetings (UT/LA) capturing critical feedback and facilitating script changes.
- Managed over 280 script drafts and iterations for the 2025 season of Studio C using Final Draft software.
- Delivered 64 SFX script breakdowns and managed asset log of 130+ sound cues.

Production Coordinator

Jul 2025 – Nov 2025

LenzWorks, Inc. – Relative Race

Salt Lake City, UT

- Managed 70+ cast flights and 45 crew member flights, transportation, and hotels to multiple filming locations.
- Provided logistic resources to 8 key cast members including wardrobe, props, digital devices and contracts.
- Point of contact for all logistical needs providing cost-saving quality checks and on-set troubleshooting.

Assistant Unit Production Manager

Sep 2023 – May 2024

BYUtv Broadcasting

Provo, UT

- Saved company \$50,000 on production by analyzing YOY budget growth, making strategic recommendations.
- Created legal documentation for 7 multi-million dollar shows to secure critical project partnerships.
- Managed 2 production assistants to ensure seamless operations of on-set demands.
- Maximized building use by providing detailed-focused support to facilitate the operations of 150+ employees.

Event Production Intern

May 2023 – Aug 2023

USANA Health Sciences

Salt Lake City, UT

- Managed \$15,000 worth of stage props for the four-day event including procurement, transportation onsite, and live show placement. Led a team of 5 to ensure smooth transitions through 9 show setups.
- Saved the company \$10,000 by developing a volunteer employee registration Excel matrix for convention week.
- Created the stats document to persuade Malaysian Government to offer tax incentives for a future convention.
- Created meeting agendas of USANA's Americas and Europe convention hosting 5000+ attendees
- Made strategic recommendations using qualitative data and curated Qualtrics reports from 2000 responses.

GLOBAL EXPERIENCE

Business Core in Europe

May 2022– Jun 2022

BYU Global Studies

UK and Iceland

- Studied guest experience strategies across European experience-centric businesses.
- Designed and led group experiences for 30+ study abroad students.

SKILLS

- Intellectually curious and strong, creative problem-solving.
- Knowledge of experiential marketing and agile team strategies.
- Experience in Adobe Premiere, Lightroom, Illustrator, and InDesign.
- Intermediate-level ASL.
- Proficient in Microsoft Suite (Excel, Word, PowerPoint, Outlook).