

# SNMK

SYNCLAIR N. MAYE-KEY

producer

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## EXPERTISE

Final Draft  
Movie Magic Screenwriter  
Movie Magic Scheduling  
Movie Magic Budgeting  
Microsoft Office Suite  
Adobe Creative Suite  
Industry Standard Filing  
Industry Standard Audit Prep  
Mailchimp  
Studiobinder  
Canva

Drupal  
Wordpress

AVID ProTools

## CERTIFICATIONS

Google Analytics  
Google Adwords  
Hubspot Marketing  
Hubspot Inbound  
Hubspot Email Marketing

## EDUCATION

Savannah College of Art and Design, SCAD  
Master of Fine Arts  
Film and Television, May 2021  
3.90 GPA

The University of North Carolina Greensboro  
BA Media Studies / Film, May 2013  
3.67 GPA, Cum Laude  
Dean's and Chancellor's List, 2010-2013

## SELECTED WORKS

Production Assistant - Background  
Brian Goodman - Director  
"Chase", 2021 - Feature-Length Film

Production Assistant - Health and Safety  
Tyler Perry - Producer, Director  
"A Jazzman's Blues", 2021 - Feature-Length Film

Production Assistant - Background Fittings  
J.D. Dillard - Director  
"Devotion", 2021 - Feature-Length Film

Accounting Clerk, Dir. Assistant, Production Assistant  
Krystin Ver Linden - Director  
"Alice", 2020- Feature-Length Film

Production Assistant, Cast Member  
T-Pain, BarkBox  
"It's My Dog Birthday" - Music Video

Producer, Line Producer  
"Remnant" - Graduate Thesis Film  
"The Buffet" - Graduate Thesis Short Film  
"Polar Opposites" - Graduate Thesis Short Film  
"American ExPats" - Graduate Thesis Short Film  
"Anticlimactic" - Senior Thesis Short Film  
"The Bench" - Experimental Short Film  
"Emerald in the Rock"- Short Film

Producer, Writer, SFX Director  
"Plant-of-View" - Competition Short Film

Unit Production Manager  
"Foreign Dream" - Graduate Thesis Short Film  
"Keep Me In The Dark" - Graduate Thesis Short Film  
"What We Always Wanted" - Feature Film

## WORK EXPERIENCE

### Accounting Clerk

Alice Films 2020, Krystin Ver Linden - Director

- Assisted with Amex card issuing
- AP/PO organization and filing
- Assisted with reconciliation PO's, Petty Cash, Credit Card & Bank Statements
- Liaison with payroll company alongside payroll accountant
- Assisted in weekly Cost Reporting
- Familiar with production tax incentive process

### Graduate Mentor

Savannah College of Art and Design, SCAD (2019-Current)

- Provide guidance through holistic, compassionate and caring peer mentor relationships
- Coordinate collaborative approaches to the educational process
- Actively teach specific success strategies such as time management, organization, and self-advocating

### Film Equipment Checkout Monitor

Savannah College of Art and Design, SCAD (2019-2020)

- Prep orders and pull equipment for client check-outs in a professional and friendly manner.
- Troubleshoot issues with equipment during check-outs.
- Check-in returned equipment using RentalWorks
- Maintain quality control standards for cinema cameras, lenses, support, grip/electric.

### Digital Media Coordinator

United Negro College Fund Inc (2018)

- Worked with the communications team to drive internal promotion of company programs and initiatives.
- Preserved brand integrity by monitoring the consistency and quality of marketing content.
- Defined and tracked campaign effectiveness and adjusted strategies accordingly.
- Reviewed and monitored media plans and policies with executives in the organization.