

MELISSA LLOYD

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Summary

Reliable Production Assistant promoting a successful background observing a variety of film set activities with consistency. Looking to tackle new challenges with organization appreciating skills in time management, relationship-building and decision-making.

Skills

- Managing Extras
- Set Construction
- Attention to Detail
- Effective Multitasking
- Team Collaboration
- Team Management
- Covid testing in a timely manner

Experience

COVID-19 Screener | Hillionaire Productions - Atlanta, GA | 01/2023 - 02/2023

- Collected and prepared nasal-pharyngeal samples for PCR testing of COVID-19 in accordance with standard methods and processes.
- Administered required COVID-19 rapid tests and collected specimens using proper swabbing technique.
- Maintained cleanliness of testing booth and testing materials to comply with CDC guidelines.
- Followed in-process quality control procedures and performed accurate data entry of patient information to prepare collected specimens for testing and analysis.

Set Medic | Hillionaire Productions - Atlanta, GA | 01/2023 - 02/2023

- Bandaged wounds and determined necessity for stitches or sutures.
- Explained medical terminology in non-complex terms o patients.
- Documented and administered over the counter medications as needed
- Ensured safety during stunt scenes for talent and crew
- Observing to decreasing risks of accidents on set during filming

Production Assistant | Hillionaire Production - Savannah, GA | 08/2022 - 08/2022

- Handled errands and confidential matters for cast members and guest stars.
- Delivered messages to various crew members to coordinate communications.
- Tested and recording results for background and staff for Covid.
- Worked with the art department to complete set up for filming
- Assisted whenever needed.

Education and Training

Savannah Regional Film Commission/Witt Lacy | Savannah, GA | 02/2022

Production Assistant

Savannah Technical College | Savannah, GA | 07/1997

Additional Information

- CPR Certified
- LPN with 25 years of experience
- Covid Compliance on set (training)
- Worked as a background actor on many filming sets
- Worked as an actress