

Amanda Aday

◆ Los Angeles, CA ◆

◆ (310) 261-0494 ◆ aday.amanda@gmail.com ◆

SUMMARY

Growing up in Los Angeles, in an entertainment household, with over a decade of experience in all aspects of production, I am comfortable in both the office and the field. I have the keen ability to focus and prioritize in an ever changing environment as well as the confidence and experience to complete projects on time and on budget. My references will attest to my creative and management strengths, as well as to my wide range of unique contacts that often come in handy when solving the inevitable production complications.

EXPERIENCE

Director/Producer ~ Music Video ~ Levitation Films ~ 2016

Meat Loaf "Going All The Way (Post Production)

UPM/ Production Coordinator ~ Levitation Films ~ 2016

Better Criminal (Feature Film) ~ <http://www.imdb.com/title/tt4845940/>

Associate Producer ~ Independent New Media Pilot ~ 2016

"Guys With Wood" - New media comedy pilot (currently being shopped)

Touring Production Assistant ~ *Platinum Recording Artist ~ 2016

Event Producer/ Coordinator ~ Flash Mob America ~ 2013 - 2015

◆ Maintain constant communication with client to ensure vision is met from pre-production to post event follow up ◆ Hire and coordinate all onsite staff for events (videographers, choreographers, still photographers, admin staff, etc.) ◆ Secure permits and locations (public and private) ◆ Cast and recruit all event performers ◆ Coordinate all event elements (wardrobe, props, insurance, etc.) ◆ Maintain and grow subscriber database of 60K+ ◆ Maintain and update website on weekly basis ◆ Oversee and grow all social media outlets (Twitter, FB, YouTube, Instagram, etc.) ◆ Create, update, and maintain EPK ◆ Maintain online retail sales ◆ 1st AD on award winning music video ~ Nikhil Korula "Fade Away"

Production Assistant ~ Music Video ~ Anthem Films ~ 2015

Saint Motel "My Type" ~ <https://youtu.be/lyVPyKrx0Xo>

Producer / Director ~ 2014

Painless (Short Film)

Production Assistant/ Artist Liaison ~ Music Video ~ Anthem Films ~ 2014

Little Dragon "Underbart" ~ https://youtu.be/D7KCRvB_DUE

Commercial Production Assistant ~ Script To Screen ~ 2014

Medical Industry Commercial

Social Media Coordinator/ P.R. ~ Altman Darst LLC ~ 2012

◆ Create, update, and maintain all social media outlets; FB, Twitter, Tumblr, YouTube, Vimeo, etc. ◆ Create, update, and maintain EPK for Documentary on worldwide festival circuit. ◆ Create and furnish Press Releases to media outlets.

Administrative Assistant/ Social Media Coordinator ~ Rocket Science Ventures ~ 2011 - 2012

◆ Ran front of office ◆ Handled large volume multi-line phone system, all incoming/outgoing mail, and all incoming/outgoing fax correspondence. ◆ Maintain EBay, Amazon.com, PayPal, & Topspin accounts. Create online stores; fulfill customer orders, maintaining inventory, etc. ◆ Create, update, and maintain all social media outlets; Facebook, Twitter, Tumblr, YouTube, Vimeo, Reverbnation, etc. ◆ Create, update, and maintain online-based contests for clients. ◆ Tutor new clients in basics of social media. ◆ Create and maintain EPKs for clients. ◆ Build Press Releases for social media formats

SKILLS

Staff Hiring and Coordination, Shoot Scheduling, Location Scouting, Casting, Script Breakdown/ Coverage, Intermediate G&E Knowledge, Proficiency on Mac, Microsoft office (Word, Excel, Etc), Quickbooks, Google Drive, All Social Media Outlets, Hootsuite, HTML Web Development, Wordpress, Large Volume Call Center, Intermediate Adobe Photoshop