

SALMEILIA J. STEWART

704 Clinton Boulevard Apt. 704/B
Clinton, MS 39056
601-941-4899
salmeilia.j.stewart@gmail.com

EDUCATION:

8/2004-8/2008

Jackson State University, Jackson, MS 39217
Bachelor of Science

WORK EXPERIENCE:

04/2019-05/2019

**Production Assistant/GS Production/ Beyond the Gates BET Reality TV Pilot
Mc Comb, MS**

- Transport Crew
- Assisted department heads
- Coordinated lunch orders
- Assisted with demands of talent and producers
- Unload and Setup camera/lighting gear
- Coordinated Appearance Releases

04/2019-04/2019

**Production Assistant/ Jackson PARC/ Prom Creative Productions/Bloomberg
Documentary
Jackson, MS**

- Transport Crew
- Coordinate crew meals
- Unload and setup camera/lighting gear
- Coordinated Appearance Releases

01/2019-01/2019

**Project Manager/Phoenix Rising Entertainment/ Legacy Lost
Short Film
Jackson, MS**

- Scout locations
- Managed crew
- Hired talent and extras
- Hired production crew
- Coordinated shooting schedules and daily call sheets

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01/2019-01/2019

Project Manager/Phoenix Rising Entertainment/ Vicky Schettlini's Home Invasion Reality TV Pilot

Jackson, MS

- Coordinated shooting schedules and daily call sheets
- Coordinated and managed production budget
- Hired production crew
- Booked film locations
- Conducted interviews with talent
- Managed crew

09/2017-11/2018 Season 5

Production Coordinator/Pilgrim Studios Reality TV Show "Bring It"

Jackson, MS

- Coordinated logistics on film locations
- Planned shooting schedules and call sheets
- Hired crew members and PA's
- Coordinated catering/crew meals
- Assisted with Start Paperwork
- Managed PO'S, PC and receipts
- Produced daily production reports
- Managed Petty Cash
- Coordinate production inventory

12/2018-12/2018 Season 2

Production Assistant/Zero Point Zero / Netflix/ "Rotten" Documentary

Jackson, MS

- Transported Crew
- Unload and Set-up camera/lighting gear
- Coordinate crew meals

12/2018-12/2018 Season 2

Production Assistant/Invent TV/Bravo/ "Southern Charm" Reality TV Show

New Orleans, LA

- Transport Crew
- Coordinated appearance releases
- Coordinated crew meals
- Managed petty cash

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05/2016-09/2018

**Assistant Director/Phoenix Rising Entertainment/ "Soul Damage" Feature Length Film
Jackson, MS**

- Coordinated shooting schedules and daily call sheets
- Hired production crew
- Assist with camera placement, blocking shots, and camera movement
- Booked film location
- Coordinated crew meals
- Assist talent with wardrobe

12/2017/-12/2017

**Production Manager/Phoenix Rising Entertainment/ "I am Lola" Short Film
Jackson, MS**

- Scout locations
- Coordinated logistics on film locations
- Planning and organizing production schedules
- Coordinate crew meals
- Managed clearance releases

07/2017-07/2018 Season 2

**Production Assistant/Comedy Central/ "Hart of the City 2" TV Show
Jackson, MS/ Memphis, TN**

- Transport crew
- Assist crew unload/load gear
- Assist with clearance releases
- Run errands
- Set up crafty

01/2016-06/2017 Season 3-4

**Production Assistant/ Pilgrim Studios Reality Tv Show "Bring It"
Jackson, MS**

- Transport Cast and Crew to different field locations
- Assist with releasing cast and audience members
- Assist with clerical assignments
- Set up crafty