

Larissa A. Davis

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Objective

Creative professional seeking on-set work as a Production Assistant, leveraging experience as an attorney and work responsibilities in a variety of organizations. Adept at handling several tasks simultaneously, following precise instructions and understanding multi-faceted procedures. Not above running errands for production team and talent.

Experience

Film-making Workshops, Tupelo

Aug. – Sept. 2019

Participated in a filmmaking workshop in the classroom and a hands-on filmmaking workshop over the course of two weekends taught by experienced film director and actor Glenn Payne with Dead Leaf Productions. Gained understanding of shoots, such as prepping for optimal sound and pictorial quality, and lighting set up. Moved and maintained studio lighting equipment. Set and operated sound equipment. Operated camera in wide and close-up shots. Directed and edited short film, The Pocket Watch (submitted to the upcoming Crossroads Film Festival, 2021).

Senior Attorney, Mississippi Emergency Management Agency (MEMA)

Dec. 2015 – Feb. 2017

Drafted all agency contracts and agreements in compliance with governing state and federal laws, to include drafting film location agreements between MEMA and the film production companies shooting on site. Coordinated with the directors and production crew to finalize agreements for two full-length feature films working on site at MEMA: Rick Benattar and Nigel Thomas, Benattar/Thomas Next Film Productions' action/thriller The Base; and Sweet Unknown Studios' action/thriller Atone.

Avionics Technician, U.S. Marine Corps.

2005 – 2010

Trained and managed Marines on test procedures and operations. Wide range of tasks and responsibilities daily, requiring time management skills, leadership, teamwork and understanding of technical and quality control processes.

Education

Mississippi College School of Law

2012 - 2015

Doctor of Jurisprudence, 2015

Dean's List 2014-2015, Founder of MC Law Veterans Association, Women's Student Bar Association

Belhaven University, Jackson, MS

Bachelor of Arts in Political Science, 2012

Skills

Proficient in Adobe, Outlook, Word and case management systems, quick to learn new systems

Analytical thinking and planning

Research and project management

Excellent communication skills, positive attitude, motivated