

# Vanesha Chanta Harris - Production Assistant

(601) 717-4023 | [vaneshachanta@gmail.com](mailto:vaneshachanta@gmail.com)

Facebook: Vanesha Chanta | Youtube: Peculiar Productions Films

---

Efficient, detailed-oriented production assistant with 4 years experience supporting production teams in all stages of development, pre-production, production, post-production, and delivery. Valued as a competent behind-the-scenes leader ensuring production events are executed smoothly and efficiently.

## Technical Skills:

Software: DaVinci Resolve, Premiere Pro, MS Office, Pages, Keynote, Google Docs

Equipment: Boom microphones, Camera, Driving

## Experience:

### *Hotel Tehran*

- Supported crew throughout all stages of production.
- Managed administrative tasks, script distribution, and set organization.
- Coordinated with staff to ensure smooth operations and ran on-set errands.
- Strong communication, multitasking, and problem-solving skills.
- Knowledgeable in film equipment and terminology.
- Ability to lift 50 lbs, stand for long periods, and proficient in office management software.
- Valid driver's license.

### *Love Forever After: A postpartum depression story*

#### Key Qualifications & Responsibilities

- Supported team through all stages of production, including development, preproduction, post-production, principal photography, and distribution.
- Managed guest booking, green room traffic, and guest suites. Researched story ideas, compiled footnotes, and gathered footage.

*Men Too: A domestic violence story*

Key Qualifications & Responsibilities

- Supported team through all stages of production, including development, preproduction, post-production, principal photography, and distribution.
- Managed guest booking, green room traffic, and guest suites. Researched story ideas, compiled footnotes, and gathered footage.

*Mimi: Blood Thicker Than Water*

Key Qualifications & Responsibilities

- Supported team through all stages of production, including development, preproduction, post-production, principal photography, and distribution.
- Managed guest booking, green room traffic, and guest suites. Researched story ideas, compiled footnotes, and gathered footage.