

KEYA HAMILTON

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IMDb: <https://www.imdb.com/name/nm5470854/>

Proficient in DPO, Synchronize, Caset, Box, DropBox, Google Drive, Microsoft Office

WORKEXPRIENCE

Producer's Assistant (*Michael Sledd, Josh Church*) – Please Don't Destroy vol 1, NBCUniversal Pictures Feature Film - 2022

Supported two Producers through all stages of pre-production, production and wrap; Responsible for but not limited to acting as a first point of contact; Assisted with contract verification with Universal legal; Assisted the travel department in scheduling and coordinated guest set visits; Conducted research for the Producers and UPM.

Director's Assistant (*Kelly Fremon Craig*)– Are You There God, It's Me Margaret, Lionsgate/Gracie Films Feature Film - 2021

Responsible for but not limited to acting as a first point of contact: dealing with correspondence and phone calls. Managing and organizing in-person and virtual meetings, appointments and calendar. Conducting research for locations, production design, wardrobe, music, etc. Coordinating travel, transport and accommodation.

Set Dec PA/Coordinator – Delilah, Warner Brothers/HARPO

Cable TV Series - 2020

Responsible for but not limited to tracking the Set Dec Dept. budget, which includes: managing cashet, invoices, cash receipts and Pcard receipts. Issuing and processing purchase orders and check requests. Working with accounting to set up accounts with vendors and coordinate contracts and other correspondences. Doing phone and on-line research for the Set Decorator and Buyer. Preparing art and set dressing items, making runs to pick up and purchase items.

Office Production Assistant – DELILAH, Warner Brothers/HARPO

Cable TV Series – 2020

Responsible for supporting the production office by handling paperwork (production reports, contracts, crew lists, invoice reconciliation, etc.) & phone inquiries

Wardrobe Supervisor – HEIR OF THE WITCH, PASHA Entertainment

Feature Film–July/August 2020

Supervised all Wardrobe responsibilities for the feature film, including but not limited to, coordinated fittings with Costume Designer and Cast, consulted with Production Manager, Director and HMU, assigned tasks and supervised the Wardrobe Assistant and the Wardrobe PA, maintained continuity log including pictures, conducted last looks to ensure continuity

Production Coordinator – HEIR OF THE WITCH, PASHA Entertainment

Feature Film–July/August 2020

Responsible for providing support to the cast including but not limited to, cast schedules/communications/reports, cast logistical support/travel arrangements, updating and distributing scripts/cast lists/database

Casting Director – A SMALL PROBLEM, PIE Group

Feature Film–June/July 2019

Responsible for providing casting options and assisting with decisions for all principal cast as well as responsible for selecting featured and background actors.

Set Decorator – OPEN HOUSE, The Queen's Miscreants

Short Film – 2017

Responsible for decorating the set and all set dressing duties.

Set Designer – TUESDAY, The Queens Miscreants

Short Film – 2016

Responsible for creating and executing the overall design and scenery for the production and working with other departments to create the "look" of the film.

Set Decorator – BRB, The Queen's Miscreants

Short Film – 2015

Responsible for decorating the set and all set dressing duties.