

# Melodie Rosen

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## Qualifications Summary

- 3+ years of associate and co-producing experience
- Skilled filmmaker with experience developing projects from conception to completion
- Proficient researcher with excellent writing and interviewing skills
- On-set technical proficiency in field producing, videography, sound and lighting

## Experience

**Two at a Time Films - *Saving Strangers Documentary***, New York, NY August 2024 - Present  
Associate Producer

- Coordinate efficient production schedule in Berlin with participants and locations; create and send out call sheets; manage FileMaker archival log; organize workflow between team members

**Gladeyes Films - *SuperDville***, New York, NY February 2020 - January 2024  
Co-Producer ; Creative Projects Manager

- Researched and consulted on episode topics for writers; created and implemented sales campaign and video projects; quickly moved into higher responsibilities, coordinating all aspects of production from casting kids with learning differences to on set problem solving

**Jigsaw Productions - *God Save Texas***, New York, NY October 2019 - July 2020  
Pre and Post-Production Intern

- Researched and logged archival materials; pulled relevant themes from transcripts; conducted cold calls to located key contacts; created and updated appearance release log

**Tribeca Enterprises**, New York, NY June 2019 - October 2019  
Intern

- Wrote script coverages; researched topics for documentary projects; assisted production: creating face books, coded bank statements, maintained general office upkeep

**Adrienne Stern Casting**, New York, NY January 2019 - April 2019  
Casting Assistant

- Coordinated principal casting for feature length films, plays, and commercials; set up auditions based on director selects; kept track of all talent availability; scheduled and facilitated auditions

**Central Casting Agency**, New York, NY September 2018 - December 2018  
Casting Assistant

- Coordinated extras casting for television productions; led, hired and trained union and non-union actors; booked rush calls during early morning and late night shifts

**Wellin Museum**, Hamilton College, Clinton, NY September 2015 - May 2018  
Docent ; Curatorial Assistant

- Led visitors and students on museum tours and educated them about current exhibitions; Assisted artist Julia Jacquette to produce two large scale murals

## Skills

Avid Media Composer, Adobe Premiere Pro, Photoshop, Final Cut, Showbiz Budgeting, MovieMagic, Microsoft 365, Fram.io, FileMaker; Intermediate Spanish

## Education

**School of Visual Arts, New York, NY** – Master of Fine Arts, Social Documentary Film, May 2024  
**Hamilton College, Clinton, NY** – Bachelors of Arts, Cinema & New Media; Minor, Art, May 2018