

# MELISA VISCA

FILM PRODUCTION & POST-  
PRODUCTION

+61 406 191 366

melisavisca@outlook.com

## PROFILE

Motivated and highly professional with a Bachelor of Film (production) from SAE Creative Media Institute and currently undertaking a Master of Creative Industries. Experience in Producing and Directing, Production and Assistant Directing. I effectively manage projects with a precise attention to detail and excellent communication skills.

## FOLLOW ME

### Website:

[www.melisavisca.com/](http://www.melisavisca.com/)

### LinkedIn:

[www.linkedin.com/in/melisavisca/](http://www.linkedin.com/in/melisavisca/)

### Instagram:

@melisavisca

## QUALIFICATIONS

Queensland Certificate of  
Education

First Aid Certificate

## SOFTWARE

Microsoft Office Suite

Adobe Premiere Pro

Adobe Acrobat

InqScribe

## REFERENCES

AVAILABLE UPON REQUEST

## EDUCATION

- 2021-2023**      **MASTER OF CREATIVE INDUSTRIES (FILM & BUSINESS)**  
SAE Creative Media Institute
- 2016-2018**      **BACHELOR OF FILM (PRODUCTION)**  
SAE Creative Media Institute

## EXPERIENCE

- |             |  |             |   |
|-------------|--|-------------|---|
| <b>2020</b> | <b>BEVERLY HILLS BROKE</b><br>2 <sup>nd</sup> Assistant Director<br><i>An EG Daily Production</i>      | <b>2018</b> | <b>ABC INTERNSHIP</b><br>Production Assistant<br><i>ABC Melbourne</i>                             |
| <b>2020</b> | <b>STALLING</b><br>Executive Producer<br><i>A Taival Films Short Film</i>                              | <b>2018</b> | <b>NEXT TRAIN FROM CASTLEMAINE</b><br>Director/Producer<br><i>A Taival Films Short Film</i>       |
| <b>2019</b> | <b>FUTURE CREATIVES INITIATIVE</b><br>Producer/Director<br><i>A Taival Films Filmmaking Initiative</i> | <b>2017</b> | <b>THE GIRL WITH ONE EYELASH</b><br>Writer/Director/Producer<br><i>A Taival Films Documentary</i> |

## ENDEMOLSHINE AUSTRALIA

### TRANSCRIBER / LOGGER

- **2022**    **The Summit S1**
- **2022**    **Australian Survivor S8**
- **2022**    **MasterChef Australia S14**
- **2022**    **The Love Triangle S1**
- **2022**    **The Traitors S1**
- **2021**    **Australian Survivor S7**
- **2021**    **Big Brother VIP**

### Key Duties & Responsibilities

- Create and execute the artistic vision of the film/s.
- Lead the cast and crew to ensure the vision of the film/s is consistent.
- Liaise with and manage crew to ensure completion of project/s to set timelines.
- Prepare and write up daily call sheets and schedules for production days.
- Manage and communicate with all talent and crew to ensure daily schedules are met.
- Manage production company and projects social media presence and marketing.
- Research and establish relationships with the project/s subjects and talent.
- Uphold bookkeeping and administration duties as per company and production expectations and policies.
- Script and story development.
- Manage the creative aspect of the pre and postproduction process.

## AWARDS & ACCOMPLISHMENTS

- **2021**    FilmInk Featured Article – “Graduate Duo Brings Drama to the Global Film Circuit”
- **2020**    Scenetre Featured Article – “From SAE to The World”
- **2018**    Best Student Film – Australian Independent Film Festival
- **2019**    SAE Capstone Alumni Panel Participant
- **2020**    SAE Open Day Alumni Panel Participant

## SKILLS & ABILITIES

- Natural leadership skills with demonstrated ability.
- Ability to type above 80 words per minute.
- Exceptional communication skills with the ability to work in a team or individually.
- Excellent organisation and time management skills.
- High attention to detail, always attaining very high standards of efficiency.
- Ability to work/perform under pressure in a fast-paced environment.
- Flexibility to juggle multiple roles and responsibilities at once.
- Strong ability to manage a team in a work environment to achieve growing results.