

# MELISA VISCA

## FILMMAKER

### CONTACT



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Sydney, Australia

### PORTFOLIO

#### Website:

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#### LinkedIn:

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

### EDUCATION

#### GRADUATE DIPLOMA OF CREATIVE INDUSTRIES

SAE Creative Media Institute  
2021 - 2023

#### BACHELOR OF FILM

SAE Creative Media Institute  
2016 - 2018

### QUALIFICATIONS

Queensland Certificate of Education

Responsible Service Alcohol - NSW

White Card

### SOFTWARE

Microsoft Office Quite

Adobe Premiere Pro

Adobe Acrobat

Inqscibe

EzyPO

### SUMMARY

I am an enthusiastic and seasoned filmmaker with a professional background spanning seven years in the film and television industry. Proficient in project management with meticulous attention to detail, I possess robust creative and analytical abilities, complemented by excellent communication skills.

### EXPERIENCE

#### DREAM HOME S1 - PRODUCTION SECRETARY

EndemolShine Australia

2023 - Present

- Provide detailed administrative support to the production team.
- Organise, log & maintain production documents & legal paperwork.
- Manage and ensure the smooth running of the production office.
- Act as a liaison between different departments within the production team.
- Generate accurate and comprehensive purchase orders.
- Process & code employee reimbursement requests.

#### MARRIED AT FIRST SIGHT S11 - PRODUCTION ASSISTANT

EndemolShine Australia

2023

- Provide general support to different production departments.
- Manage production runners & their daily schedules
- Organise, log & maintain production documents & legal paperwork.
- Manage production unit equipment & supplies on location & in studio.
- Process & code employee reimbursement requests.

#### BEVERLY HILLS BROKE (US) - 2ND ASSISTANT DIRECTOR

EG Daily Productions

2020

- Assist in the preparation and distribution of daily call sheets.
- Work closely with 1st AD to update and maintain the production schedule.
- Work with the 1st AD to coordinate actor blocking and rehearsals.
- Keep track of the daily shooting schedule.
- Manage and organise production paperwork including scripts, call sheets, and other essential documents.

## SKILLS

Leadership & Teamwork  
Creative Project Development  
Organisation & Time Management  
Production Scheduling  
Project Management Tools  
Problem-Solving  
Computer Literacy  
High Attention to Detail  
Team Management  
Strong Communication  
Administration  
Strong Typist  
Public Speaking

## AWARDS & ACCOMPLISHMENTS

Best Student Film Winner  
2STER Breakfast Radio Guest  
FilmInk Online Magazine Feature  
Scenstr Online Magazine Feature

## REFERENCES

AVAILABLE UPON REQUEST

## FUTURE CREATIVES INITIATIVE - PRODUCER

Taival Films

### 2019

- Originate, formulate, and present a proposal from the initiatives inception.
- Oversee creative development process, ensuring it aligns with the project's vision and goals.
- Collaborate with writers, director, and other creative talents to develop the concept and script.
- Create, advertise and manage crowdfunding campaign.
- Manage crew to ensure completion of projects to set timelines
- Develop marketing plan & manage production company and projects social media presence.
- Develop & execute distribution strategy for project.

## NEXT TRAIN FROM CASTLEMAINE - DIRECTOR/PRODUCER

Taival Films

### 2018

- Collaborate with writer to develop or refine the script.
- Collaborate with the production team to establish a production timeline.
- Conduct auditions & make casting decisions based on vision for the project.
- Work closely with the cinematographer to plan and execute the visual style of the film.
- Direct actors and crew on set, ensuring that the creative vision is translated effectively to the screen.
- Address any unforeseen challenges & collaborate with the production team to find creative solutions.
- Provide feedback on the editing process and make necessary revisions.

## THE GIRL WITH ONE EYELASH - DIRECTOR/PRODUCER

Taival Films

### 2017

- Develop a clear and compelling documentary concept.
- Determine the narrative structure and storytelling approach.
- Scout and select appropriate locations for filming.
- Direct interviews, scenes, and observational footage on location.
- Make real-time decisions to adapt to the unpredictable nature of documentary filmmaking.

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