

MELISSA JACOBS

BIDDING PRODUCER+PRODUCTION ACCOUNTANT

CONTACT INFO

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PROFILE SUMMARY

An energetic and passionate filmmaker with over 18 years of experience, who has great attention to detail, is solution-oriented, and emphasizes teamwork, is seeking a full-time position within a reputable company.

SPECIALIZATIONS

Specializing in production accounting, working knowledge of all union contracts including but not limited to DGA, SAG, IATSE, & Teamsters, nationwide. Logistics, communication, emotional intelligence, problem solving and organization.

SKILLS & COMPETENCIES

Extensive Mac OS experience, True Budget, Hotbudget, Pointzero, Wrapbook, CAPS, Revolution, Keynote, Pages, Numbers, Microsoft Office Suite, Wiredrive, Google Ecosystem, Quickbooks, Adobe Acrobat Pro, Dropbox, Slack

CLIENTS

Pulse Films, Vice Media, Rakish, StinK LLC, Alldayeveryday, Tool of North America, Superprime, Mr. Baker Films, Big Block Content, MJZ, Anonymous Content, Scheme Engine, missing pieces, Redtree Productions, Native Content, Cap Gun Collective, Original Productions, Fancy Content, Redtree Productions, Paradise Creative, Cobelo Productions, Lord Danger, Blend LLC, Knucklehead Films, MacGuffin Films, King & Country, The Sweet Shop, Concrete+Clay, Scheme Engine

HEAD OF PRODUCTION

Great Guns USA 2022-Present

- Create bid packages for clients while maintaining and adhering to bidding guidelines for union commercials nationally and internationally
- Develop and maintain relationships with key production vendors to create cost and workflow efficiencies that could benefit the production company
- Creates and supervises production schedules to ensure all work stays inside budgetary boundaries and time constraints
- Researches, and refines the approach of a project to align with the clients vision
- Strategically recommend structural and workflow improvements to maximize production quality

PRODUCTION ACCOUNTANT

commercials 2019-2023

- Audited all incoming petty cash, wraps and actuals from production
- Determined director profit share and company profit margins
- Audited final cost plus billings before presenting to clients
- Generated fringe reports for the DGA

PRODUCTION SUPERVISOR

commercials, music videos, live events 2015-2023

- Hired necessary vendors and crew for live events and productions
- Practiced discretion with high profile brands and clients
- Supervised all talent riders and requests
- Processed all payroll and contracts for Talent, union and non-union employees
- Supported multiple departments on all levels of prep and wrap
- Managed working budgets, pre and post production
- Presented and processed cost overages to executives and clients
- Ensured productions adhere to all union and OSHA safety guidelines from prep to wrap
- Reviewed and submitted insurance claims for production or agency insurance
- Managed travel for 50+ crew members and equipment, domestically & internationally
- Organized and prepared foreign financials to present domestically to executives
- Anticipated needs of crew and client to ensure a smooth production process

ASSISTANT PRODUCTION SUPERVISOR

commercials, music videos, live events 2008-2015

- Created any and all paperwork and presentations including actualized budgets, variance reports, callsheets, pre-production books, logistical instructions, etc.
- Organized and tracked all elements for the shoot
- Secured insurance for special coverage including helicopters, stunts, animals and pyrotechnics
- Delegated all client services and requests
- Wrapped each project including organized all paperwork financials, inventories and all elements related to the project in a cohesive presentation
- Extensive experience wrapping international shoots
- Generated and prepared audits for production companies