

KEYA HAMILTON

Phone: 704-305-7988

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

Proficient in Scenechronize, DPO, SmartPO, Greenslate, Croogloo, Caset, Everyset, RABs, Concur Box, DropBox,
Google Suites, Microsoft Office

WORKEXPERIENCE

Production Secretary – The Hunting Wives Season 2 – Lionsgate/Netflix

TV Series – 2025/2026

Responsible for administrative support to the production team, helping to ensure the production runs smoothly, this includes, administrative work, including setting up vendor accounts, creating COI's, creating Purchase Orders, scheduling, communications, documentation, meeting coordination, office management, on-set support

Production Secretary – Roofman – Paramount/Miramax

Feature Film - 2024

Responsible for administrative support to the production team, helping to ensure the production runs smoothly, this includes, administrative work, scheduling, communications, documentation, meeting coordination, office management, on-set support

Travel Assistant – The Hunting Wives Season 1 – Lionsgate/Netflix

TV Series – 2024

Plan and organize all travel arrangements for cast and crew, including flights, accommodations, transportation and itineraries. Including but not limited to budgeting, communications, logistical support, vendor relations and problem solving.

Extras Casting – God's Not Dead: In God We Trust

Feature Film - 2024

Responsible for sourcing and providing over 1100 BG actors for production from my extensive Southeast database, set up all logistical communications to ensure all BG were in place, set up BG in accounting system for tracking and payroll, communicated wardrobe needs for costume department.

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.

Office Production Assistant – DELILAH, Warner Brothers/HARPO

TV Series – 2020

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

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.