

CARYSSA BEARD

KEY PRODUCTION ASSISTANT
PRODUCER | AD



CONTACT

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SUMMARY

Motivated and detail-oriented individual with a strong foundation in film production and hands-on experience in various aspects of Film & Television production. Eager to bring strong organizational skills, a proactive attitude, and a passion for storytelling to a Production Assistant or Producer role. Demonstrates excellent communication and problem-solving abilities, thrives in fast-paced environments, and is committed to contributing to high-quality film and television projects.

SKILLS

- Exceptional communication and interpersonal skills
- Works well under pressure and meets tight deadlines
- Strong Knowledge of film production equipment and protocols
- Excellent organizational and multitasking abilities
- Familiarity with production software such as Movie Magic Scheduling, Adobe Premiere, Studio Binder, and Final Draft
- Basic knowledge of camera, lighting, and sound equipment

EXPERIENCE

ASSOCIATE PRODUCER, KEY PRODUCTION ASSISTANT, HMUA, BTS

JC FILMS | Break The Cycle, Take Down 2023 - 2024
MAPLEWOOD FILMS | Like and Subscribe 2022

- Assisted in managing talent and crew logistics; including transportation, meals, scripts, equipment, HMUA, last looks, and call sheets.
- Assisted with pre-production planning, including script breakdowns and scheduling.
- Maintained crowd control during shoots, ensuring a safe and efficient working environment.
- Coordinated communication between departments such as wardrobe, hair and makeup, and set design to ensure smooth daily operations.

KEY PRODUCTION ASSISTANT & 2ND 2ND AD

GIANATTI FILMS 2024

- Supported the production team during shoots by managing on-set logistics, handling equipment, and ensuring smooth communication among departments.
- Acted as 2nd 2nd AD for principal cast, extras, providing information, handing off scripts, and ensuring they were prepared for scenes.
- Worked as "Celebrity" Hair & Makeup Artist, including SFX (day player).
- Maintained and organized production documents, call sheets, and contact lists.

EVENT & MARKETING MANAGER / COMMERCIAL PA & HMUA

Freelance 2017 - Present

- Set PA, HMUA, set design, art department, props for 40+ commercials.
- Planned and executed events ranging from 50 to 500+ attendees, including film screenings, charity events, and Q&A sessions.
- Handled all logistics including venue arrangements, and guest coordination.
- Managed budgets and vendor contracts, ensuring events were executed smoothly and professionally.

EDUCATION

INDIANA UNIVERSITY 2015
Psychology & Business Administration

CERTIFICATIONS

- OSHA Safety Certification
- First Aid, CPR, BLS Certified via AHA
- Driver's License with Clean Record