

# Madisyn “ MJ ” Atwater

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## Objective

*Aspiring Operations Manager/Line Producer specializing in Film and Live Events. My main goal will always be safety and efficiency.*

## Skills

*Broadcast Operations, Crew Management, Cross-Functional Team Management, Documentation, Email Etiquette, Expense Management, Guest Relations, Interpersonal Communication, Inventory Management, Scheduling, Time Management, Onboarding, Venue Relations*

## Experience

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2026

### COORDINATOR

MING Entertainment On-site Coordinator Client: FanDuel

- Assist with company application for check-in & confirm crew arrivals.
- Assist with credentialing, parking lists, and venue access
- Communicate updates and issues between FanDuel production, technical manager, and the venue.
- Troubleshoot last-minute crew issues with Regional Manager and local crewer.
- Manage meal breaks & rotation based on show flow.

- Handle any personnel issues (late arrivals, replacements, position swaps).
- Confirm sign-ins/assignments to ensure payroll and invoicing are clean post-show.
- Relay director/producer needs
- Ensure FanDuel Crews are performing their job duty successfully.
- Verify and approve crew in/out-times.
- Provide post-show notes to the Ming Regional Manager and in Company application.
- Gather post-show notes from Producer/Director on crew performance.

2025

“Kings Of The Queen City” Reality TV Series Production  
Company: K-Lists Productions

2025

“Everlasting Love” Feature Film Production Company:  
Elkenheart Entertainment LLC  
Director: Ryan Clapham

### **PRODUCTION RUNNER**

- Arrange/breakdown craft services table (drinks, snacks, utensils, napkins, etc.).
- Inventory supplies and create a running list of what’s low or needs replenishing.
- Run venue errands and store pickups

- Ensure all crew schedules are finalized, printed, and posted in key areas
  - Confirm all schedule changes are updated across digital and physical copies.
- Verify all crew badges are ready, organized, and placed at check-in.
- Manage truck needs (drinks, snacks, supplies).
- Running inventory of any missing/extra gear.
- Confirm crew meal is on-time and properly set up.
- Periodically check in on the announce booth for talent comfort.
- Provide on-the-ground support to sideline reporters/talent.
- Assist with setting up locations for shots for the director
- Coordinate and communicate updates on talent arrival/departure, sideline needs, and cooler status.
  - Pick up talent and deliver to the venue.
- Collect and pack coolers, signage, and schedules.
- Break down camera positions, sideline setups, and support gear.
- Confirm all badges collected before departure.
- Use the group chat to confirm strike progress and call out anything left behind.

2026	CFB - Bowie State vs Fayetteville State Program Productions/HBCU Sports Go
2025	CFB - Georgetown vs UNC MING Entertainment Group/ESPN
2025	CFB - Duke vs UNC MING Entertainment Group/ESPN
2025	CFB - Florida State vs NC State MING Entertainment Group/ESPN
2025	OLY - ACC Soccer Men's/Women's Semifinals & Championship Ross Production Services/ESPN
2025	CFB - UNC vs Wake Forest Program Productions/CW Sports
2025	CFB - Georgia Tech vs NC State MING Entertainment Group/ESPN
2025	CFB - SMU vs Wake Forest Program Productions/CW Sports
2025	CFB - Tulsa vs ECU MING Entertainment Group/ESPN
2025	CFB - Georgia Tech vs Wake Forest MING Entertainment Group/ESPN
2025	CFB - Army vs ECU MING Entertainment Group/ESPN
2025	CFB - NC State vs Duke MING Entertainment Group/ESPN
2025	NFL - Cleveland Browns vs. Carolina Panthers William A. Evans Productions/CBS
2025	CBSB - South Carolina Upstate vs High Point MING Entertainment Group/ESPN
2025	ACC Gymnastics Conference Championship MING Entertainment Group/ESPN
2025	CBB - ACC Men's Tournament Runner ACC Network/ESPN

2025 CBB - ACC Women's Tournament MING Entertainment  
Group/ESPN

2025 CBB - Notre Dame vs NC State MING Entertainment  
Group/ESPN

2025 CBB - UAB vs East Carolina MING Entertainment Group/ESPN

2025 CBB - UNC-Chapel Hill vs Duke MING Entertainment  
Group/ESPN

2024 OLY - Men's/Women's College Cup Soccer MING Entertainment  
Group/ESPN

2024 CBB - Auburn vs Duke MING Entertainment Group/ESPN

2024 CFB - Wake Forest vs North Carolina MING Entertainment  
Group/ESPN

#### **UTILITY EXPERIENCE**

2026 NBA - Amazon Prime San Antonio Spurs vs Charlotte Hornets

2025 CFB - ACC Championship MING Entertainment Group/ESPN

2025 CFB - Clemson vs UNC SkyCam/ESPN

2025 CFB - TCU vs UNC MING Entertainment Group/ESPN

2024 Stagehand: Bandwidth Interactive Entertainment Group

#### **KEY PRODUCTION ASSISTANT**

2025 "Venus: The Fibonacci Sequence" Feature Film  
Producer: Erin Upson, Noelle Pflum Director: Jamie Ruddy

## **SCRIPT SUPERVISOR**

2025 “Where It All Began” Commercial Client: Toyota Sweatpants  
Media, LLC 2025

Director: Alberto Blanco

2024-2026 “Trailer Trash II” Short Series Claytonix Productions

Director: Clayton Woods

## **OFFICE PRODUCTION ASSISTANT**

2025 Beast Games Season 2 Production Company: Trailblazer Events  
LLC

Office Manager: Shay Riddick

- Scanning and organizing releases (appearance, location, materials)
- Ensure all locations are labeled correctly according to grounds map
- Set up/troubleshooting printers on grounds
- Ensure all production trailers have up to date information posted (schedules, grounds map, emergency evacuation plan, emergency production contacts information, etc.)
- Delegating off-ground errand runs to Production Assistants (store pickups, contestant gathering)

- Inventory supplies for production office, department trailers, and grounds
  - Relay Office Coordinators to order more supplies before running low
- Reconciling P-Card receipts and assisting with production expenses
- Keeping office cleaned, organized and stocked with supplies
- Monitor all production keys(Trailers/offices, golf carts, production vehicles) ensuring all keys and spares are returned after use
- Monitor lunch rotations
  - Checklist department/crew meal break times and verify missed meals

**SET PRODUCTION ASSISTANT**

2025-2026	“The Hunting Wives” Season 2 Lionsgate Television
2024	“Slash!” Short Film LRW Productions Director: Larry White
2024	“Henry’s Ebb” Feature Film Ebbmund Flow LLC Director: Thomas Mendolia Director
2024	The Rebirth of Kool “Pilot” TV Series Fesiuk Films Director: David & Sarah Fesiuk
2024	“Trailer Trash II” TV Series Claytonix Productions

Director: Clatyon Woods

**PRODUCTION ASSISTANT**

2025

2025 Defense Soap Super 32 Challenge FloSports Inc.

Producer: Greg Sandercox Onsite Producer: Gunnar James

2025

“Political Campaign “ Commercial Client: Confidential Motive

Media/Craig Miller Productions Inc. Producer: Ben Miller

2025

2025 Halo Championship Series OS Studios

Event Producer: Matt Reece Associate Event Producer: Lindsay

Mulhere Broadcast Production Manager : Lydia Pendergrass

2025

CTIA: “Catalyst CareHome “ ‘Corporate’ Ellipsis Productions

Director: Cameron Gordon

2025

Primal Pet Foods ‘Advertisement/Commercial’ ‘Art Dept.’

Production Company: The Brandon Agency

Director: Ben Cantrell

2025

“Project Deck” Hendricks Motorsports CS Production Company:

Cave 76 Productions

Director: Gabe Munitz-Alessio Producer: Sophie Epstein

2025

Drone Show - Nag Heads, NC Production Company: Sky

Elements LLC

Director of Ops: Tyler Johnson

2025

Drone Show - Lynchburg, VA Sky Elements LLC

Dir. of Ops: Tyler Johnson

2025

2025 CARS Tour at ACE Speedway FloSports Inc.

2025	Lead Producer: Dan Parisi CTIA: “5GHB” ‘Corporate’ Ellipsis Productions Director: Cameron Gordon
2024	ALZ Walk Set PA Curveball Films Production Supervisor: Tara Roberts
2024	“Birdie” Short Film ‘Camera Dept.’ Legacy Dreams Director: Praise Odigie
2024	Lansing Building Products ‘Corporate’ Creative Liquid Productions
2024	Producer: Julia Cowell Over The Wall “Pilot” TV Series Sequoia Media, Inc.
2024	Director: Ian Sequoia Hoarders: WATN? “EP 110A” TV Series Rebel 6 Films
2024	Lead Exec. Producer: Erik Bernard Winterfest "Light" / Funsultant Teaser Natural Selection Productions Producer: Michele Fleury

## **ADDITIONAL EXPERIENCE**

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Game Day Operations Staff: NCFC at WakeMed Soccer Park Season 2026

Game Day Operations Staff: NCFC at WakeMed Soccer Park Season 2025

**Credico | Marketing Account Manager/ Accountant Executive** April-October

2024

- Acquired new customers with elite customer service, managed client relationships
- Hosted events for clients, conducted research for events: location, materials, staff and additional necessary resources, and executed all aspects of event and promotions
- Conducted interviews for potential team candidates, trained new starts on marketing strategies, communicated, analyzed daily task through goal setting
- Responsible for managing entire branch of company including revenue and profit
- Provided client training, lead training efforts of company operations
- Networked with industry professionals and attended business trips

**Strawbridge Studios Inc. | Data Entry Specialist/Fulfillment Team |**

September 2022 - April 2024

- Coordinated various requests and process corrections for school and individual clients
- Conducted order audits as requested
- Processed late orders, reorders, and corrections through production to print floor
- Tracked metrics for various task, revised procedures for various job types
- Responsible for various macros compatible to job type
- Trained all new hires, providing introductions to company software programs, familiarizing multiple procedures and codes dependent on job type
- Proofed job batches prior to print for exceptional process and finishing
- Monitored metrics and daily workloads
- Periodically cross-trained and supported additional departments with specific tasks

**EDUCATION** Piedmont Community College '24

Associate of Applied Science Digital Effects and Animation Technology