

Montana Warner Byrd

662.230.0273
montanawbyrd@gmail.com
[IMDb Profile](#)

SKILLS

Microsoft Office

Microsoft Word | Microsoft PowerPoint |
Microsoft Excel

Creative Cloud

Adobe Premiere | Adobe
Photoshop | Adobe After Effects | Adobe
Audition | Adobe InDesign

Social Media

Twitter | Facebook | Instagram

EDUCATION

The University of Mississippi

University, Miss. | May 2017
Meek School of Journalism and New Media
Bachelor of Arts in Journalism with an
Emphasis in Broadcast
Minor in Cinema
GPA: 3.46

TRAINING

New York Film Academy

Orlando, Fla. | June 2012
Film Production/Acting

ACHIEVEMENTS

Chancellor's Honor Roll (2 semesters)
Dean's Honor Roll (2 semesters)
Kappa Alpha Theta Fraternity Member
The Golden Key International Honour Society
The National Society of Collegiate Scholars
Phi Eta Sigma National Honor Society
Alpha Lambda Delta Honor Society
Gamma Beta Phi Honor Society

EXPERIENCE

Venue Manager August 2015 - present

Oxford Film Festival, Oxford, MS

Managed the screening venue | Trained and supervised
volunteers | Arranged screen tests for filmmakers

Unit Production Manager July - August 2016

Firemax, Oxford, MS (Oxford Film Festival film)

Created the production shooting schedule, Day out of
Days (DOOD's), script breakdowns, cast and crew lists |
Produced daily call sheets, location maps, and vendor
menus for cast and crew | Distributed production safety
memos | Managed location agreements, talent releases,
and crew deal memos

Production Coordinator May - July 2016

Kudzu Zombies, LLC, Charleston, MS (feature)

Maintained effective communication to vendors, cast
members and crew members by use of phone
and email | Administered communication with
SAG-AFTRA | Supervised travel and lodging for cast and
crew | Presided over catering for cast and crew

Production Accountant May - July 2016

Kudzu Zombies, LLC, Charleston, MS (feature)

Managed company's finances through use of
Quickbooks | Distributed per diem and petty cash to cast
and crew | Sent in time sheets for weekly payroll |
Organized vendor expenses for production

Assistant Accountant December - January 2016

DKI FILMS, Lexington, MS (feature)

Aided in calculating employee time cards for payroll |
Assisted in completing the Mississippi Motion Picture
Incentive | Filed payroll paperwork

Asst. Production Coordinator June - August 2015

Acre Beyond the Rye, LLC, Canton, MS (feature)

Maintained effective communication to vendors, cast and
crew members by use of phone, fax and email | Aided in
completing and filing paperwork in a timely manner |
Created and updated Excel workbooks | Managed location
agreements, talent releases, and crew deal memos

Camera Intern May - June 2015

Saved By Grace, LLC, Canton, MS (feature)

Assisted in organizing camera equipment | Aided in the
camera operations on set | Properly maintained equipment

1st Assistant Camera January - September 2014

I Didn't Do It, LLC, Tupelo, MS (feature)

Operated both cameras during production | Aided in
filming interviews and B-Roll footage | Logged camera
notes to be used in post-production | Researched interview
subjects and conducted interviews