

# MAYA WILLIAMS

## EXPERIENCE

### KEY PA

*Monami Entertainment, Atlanta, Georgia / Mar 2022 - Present*

- Formulated scene notes for each production day for director and executives.
- Supported all on-air talent by coordinating transportation to field shoots, maintained appearance releases and material releases.
- Collaborated with Production Manager to coordinate and uphold shooting schedule.

### SET PA- WELLSTAR FOUNDATION

*Chosen Few Media Mar 2022 - Mar 2022*

- Secured production equipment making sure all items are accounted for and returned to designated vendors.
- Served as locations support for production call and through production wrap.
- Drafted and revised script notes.

### RUNNER PA- THE BLACK ECONOMIC ALLIANCE

*Chosen Few Media Mar 2022 - Mar 2022*

- Assisted office production in filing petty cash envelopes, invoices, W-9s, and drafting call sheets.
- Facilitated and organizing production runs.
- Operated as liaison for vendors

### SECOND AD- THE MONEY PLAY

*Chosen Few Media Feb 2022 - Feb 2022*

- Supported crew and talent through pre-production and production of over 20 individuals.
- Managed green room traffic and guest suites.
- Designated and authorized to oversee all credit card transactions.

## REFERENCES

**Dianell Hudson, Production Manager , Monami Entertainment**

- dianell@monamient.com - Current Supervisor

✉ maya4.williams@famu.edu

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📍 Atlanta, GA, 30032

## EDUCATION

**FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY**

**GPA: 3.5**

*Tallahassee, FL*

*Bachelor of Science Broadcast Journalism (Dec 2021)*

*Awards & Honors*

- Intercollegiate Broadcast System, Finalist Best Political News Coverage
- School of Journalism and Graphic Communication, 2x Scholarship Recipient
- Friends of FAM Scholar

## ADDITIONAL SKILLS

\*Skilled in Final Cut Pro

\*Proficient in Adobe Audition

\*Efficient in ENPS writing

\*Microsoft Teams and Zoom

\*Scriptwriting