



Madison Davis
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<https://www.maringoproductions.com/>

MADISON DAVIS

PRODUCTION & ADMINISTRATIVE ASSISTANT

ABOUT ME

While earning my degree at NYU's Tisch School of the Arts, I had an opportunity to explore many different facets of the entertainment industry. Since moving to Austin in 2017, I have worked as a freelance production coordinator, production assistant and locations assistant. Ultimately, I enjoy working on creative and purposeful productions with a strong emphasis on teamwork.

EDUCATION

2017 **New York University, Tisch School of the Arts**
Bachelor of Arts
Major: Cinema Studies
Minor: Producing

JOB HISTORY

2017 Australian Short Film Today, New York, NY
-Assistant Curator

2016-2017 MILOJO Productions, New York, NY
-Production Intern

2015-2017 New York University, Department of Applied Psychology, New York, NY
-Office Assistant

2015 Austin Film Society, Austin, TX
-Office Intern

EXPERIENCE

FILM

I've Got Issues | Independent Feature Film (2018)
-Production Assistant

TV

600 Pound Life | Reality Television (2018)
-Production Assistant, AC, DIT

COMMERCIALS

Texas Beef Council | Multiple Online Advertisements and Web Series (2017-2018)
-Production Coordinator

Reliant Energy | Television Commercial (2018)
-Office Production Assistant

Toyota | Television and Print Advertisement (2018)
-Production Assistant

COX | Television Commercial (2018)
-Office Production Assistant

VIDEO GAMES/ VR

Transference | Virtual Reality Video Game (2018)
-Production Assistant

SKILLS

Proficient in Microsoft Office Suite, Google Apps, Production Skills, Administrative Skills, A Knowledge of Raiser's Edge, Basic Adobe Skills, Basic Editing Skills, On Set Production Skills, Research and Development, Customer Service Skills and Event Planning