

BRIANNA GRAHAM

HOME BASE: MINNEAPOLIS, MN.

EMAILBRIGRAHAM@GMAIL.COM

651.230.2584

PROFESSIONAL SUMMARY

Passionate, lively, and organized - a indispensable addition to any team! Highly skilled and dedicated, with over 17 years of experience in the entertainment industry: regional theatre, live television, commercial, internal & print. I have a proven track record of seamlessly managing budgets, calendars, crew, coordinating events, handling important and sensitive information, and supporting creative teams to ensure smooth operations. I've demonstrated the ability to thrive in fast-paced, high-pressure environments while maintaining attention to detail and delivering exceptional results working in studio, in front of the camera as a talent as well as behind the camera. With strong communication and interpersonal skills, I pride myself in facilitating effective collaboration and creating a positive, equitable and supportive working environment.

SKILLS

- COMMUNICATION
- OPERATIONS MANAGEMENT
- PROJECT PLANNING & COORDINATION
- BUDGETING
- CREW SUPERVISION & LEADERSHIP
- SCHEDULING & LOGISTICS
- POST PRODUCTION OVERSIGHT
- TIME MANAGEMENT
- ON CAMERA TALENT EXPERIENCE
- ADOBE PHOTOSHOP, MICROSOFT OFFICE

EXPERIENCE

LINE PRODUCER

BEST BUY CORPORATE CAMPUS | Richfield, MN

JAN 2022 – PRESENT

- **Budget Management:** Oversaw and managed all aspects of budgeting, ensuring efficient allocations of resourced and adherence to financial constraints. Successfully delivered productions on or under budget.
- **Scheduling and Coordination:** Developed and executed comprehensive shooting schedules in collaboration with production coordinators and assistant directors. Coordinated logistics, including acquiring location releases, arranging transportation and managing equipment.
- **Crew Supervision:** Lead and supervised dynamic production teams while ensuring effective communication and collaboration to meet project goals. Additionally, acted as central point of communication between departments.

PRODUCTION OPERATIONS COORDINATOR

BEST BUY CORPORATE CAMPUS | Richfield, MN

JAN 2021 – PRESENT

- **Production Coordination:** Organized calendar for studio and rental usage, communicated with freelance vendors and contracted employees to ensure successful and organized video shoots, assisted with pre and post production logistics, equipment and crew coordination and the handling of sensitive documents and providing on-set assistance, .
- **Studio Manager:** Efficiently oversaw day-to-day studio operations, maintaining a productive and organized workspace, coordinating schedules, and ensuring optimal resource allocation.
- **Craft Service Management:** Menu planning, budgeting, vendor coordination, and providing a comfortable and well-stocked environment for cast and crew.

SOCIAL MEDIA MANAGER

INTELLIGENT NUTRIENTS | Minneapolis, MN

DEC 2018 - JUNE 2021

- **Photographer and Art Director:** Captured and edited visually appealing product photos, showcasing the unique features and attributes of various products. Utilized professional photography techniques, including lighting, composition, and product styling, to create captivating and high-quality images.
- **Social Scheduler:** Planned and strategized the company's social media presence, developing effective strategies aligned with business objectives and target audience. Managed and maintained the company's Instagram account. Created compelling and engaging social media content. Worked effectively under tight deadlines, prioritizing tasks and managing time efficiently.