

REYNA MONTGOMERY

CREATIVE PRODUCER

614-530-5304

reynarmontgomery@gmail.com

Remote

PROFESSIONAL SUMMARY

Highly eclectic Creative Producer with 9 years of experience leading diverse teams in the development and execution of innovative projects across film, television & digital media. Adept at transforming creative concepts into published compelling visual and narrative experiences that resonate with audiences. Passionate about driving artistic excellence and pushing boundaries to elevate storytelling in today's dynamic media landscape.

EXPERIENCE

Indigo production Co

2024- present

Junior Producer | "Tonight's Conversation" Live Podcast Show

- Assisted Senior Producers in all phases of tour production, including budgeting, scheduling, casting, and location scouting.
- Coordinated with directors, crew, and talent to ensure smooth on-set operations.
- Contributed to the development of production schedules and budgets.
- Contributed to artist details of the set up and tear down.
- lead a group of PAs during production event.
- Assisted in the needs of Ace Metaphore, Tripp Fontane and special hosts.
- Ushered guests of the hosts, VIP & Super VIP guests.
- Sold merchandise during event and assisted in customer services issues that arised.

AB3 Films

2023-2023

Production Assistant | *Slice of Devil's Pie*

- Offered dedicated support to talent by escorting actors to and from set, ensuring their comfort and readiness, and providing assistance during scenes as required, fostering a conducive and professional atmosphere on set.
- Acted as a central point of contact, relaying messages between departments, managing walkie-talkie communication, and allocating crucial information to ensure effective coordination and collaboration among team members.
- Assisted with the setup and teardown of sets, including moving furniture, props, and equipment.
- Actively observed and learned from industry professionals & built relationships.

[Portfolio Link](#)

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EXPERIENCE

Willie B Studios

2024-2024

Art Producer Assistant | ATT She's Connected 4.0

- Supported production team of 15 on set.
- Thoroughly communicated with Director and DP on set expectations.
- Maintained brand continuity across all touch points.
- Coordinated with location scouts to find suitable filming locations and with the production designer to develop and execute the set design.
- Oversaw the procurement or construction of set pieces, props, and costumes.
- Help maintain a clean and safe working environment on set by organizing equipment.

Columbus Fashion Council

2024-2024

Assistant Show Director | Fashion Week Columbus

- Assisted in planning and executing sold-out fashion shows
- Supervised teams of volunteers and event staff
- Fostered strong relationships with local designers, boutiques, sponsors & directors.
- Contributed to promoting Columbus' vibrant fashion scene
- Coordinated model casting calls and selection process
- Led rehearsals with models to ensure seamless runway execution
- Collaborated with designers to assign models and manage fittings
- Ensured model safety and well-being throughout events
- Coordinated sound, lighting, and audio-visual equipment
- Oversaw event scheduling and timing
- Ensured compliance with event regulations and guide lines

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Project U.G.L.Y

2023-2024

Event Show Runner | S.T.A.Y

- Spearheaded the conceptualization and planning of S.T.A.Y, from initial brainstorming sessions to finalizing themes, objectives, and logistics, ensuring alignment with client goals and audience expectations.
- Directed and motivated a diverse team of vendors & volunteers, fostering a collaborative and high-performing work environment conducive to delivering exceptional event experiences.
- Provided hands-on leadership and direction during the event, overseeing setup, operations, and breakdown activities, managing staff and volunteers, and ensuring a safe, enjoyable, and memorable experience for all attendees.

Anyer Media

2023-2023

Producer | Cafe & Conversations | Cocktails & Conversations

- Conceptualize, research, and develop podcast ideas and episode topics that align with the target audience and overall brand strategy.
- Created and built set and prop design.
- Oversee recording sessions, operate recording equipment, and ensure optimal sound quality and clarity during recordings.
- Coordinated with producers and on air talent to create program content.
- Edit raw audio files, remove unwanted noise, pauses, or mistakes, and add music, sound effects, and other elements to enhance the final product.
- Coordinate with hosts, co-producers, editors, graphic designers, and other team members to ensure seamless workflow and timely delivery of episodes.

Columbus Fashion Council

2023-2023

Production Assistant | Fashion Ind. Conference

- Supported pre-show preparations, including organizing giveaway bags, stocking & food placement.
- Helped set up and break down seating areas, kitchen, and stage area ensuring they are clean, organized, and visually appealing.
- Provided backstage support during the conference, assisting with guest check-ins, and ensuring smooth transitions between panel segments.
- Assisted executives throughout conference, ensuring the client was satisfied.
- Support the Program Director with various tasks as needed, such as running errands, assisting in catering delivery & management of crafty throughout transitions from breakfast to lunch.

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SKILLS

- Creative Vision and Strategy
- Project management and leadership
- Collaboration and Communication
- Problem Solving and Adaptability
- Budgeting and Resource Management
- Production management and Strategy

EDUCATION

University of Detroit Mercy

Bachelors: International Business Management, Concentration in Marketing. 2013-2019

Minor: Leadership

New York University 2024
Certificate In Business In Entertainment

UDEMY

Certificate of Production in Film 2021

REFERENCES

Chantay Smith
Line Producer
347-833-3672

Courtney Alexander
Project U.G.L.Y Founder
937-856-7425
pju.stay@gmail.com

Dr. Tony Anderson
Producer
281-910-7454

REYNA MONTGOMERY

CREATIVE PRODUCER

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Associate Producer position as advertised. With a passion for storytelling and a proven track record of successfully publishing creative projects and bringing them to life, I am excited about the opportunity to contribute to your team and help elevate the company's content offerings.

In my previous role as a Creative Producer at Anyer Media, I led a talented team in developing and producing a wide range of multimedia content, including video series, branded content campaigns, and interactive experiences. I am adept at guiding projects from conception to completion, collaborating closely with stakeholders to ensure that creative visions are realized and objectives are met.

One of my proudest achievements was assisting with the Art production team on set for ATT: She's Connected series gaining thousands of views online. From aiding in developing the initial concept to managing the production process and overseeing post-production, I worked tirelessly to ensure that every aspect of the project was executed with excellence.

Furthermore, my experience as an Assistant Show Director for Fashion Week Columbus 2024, a leading fashion event in the third-largest city in the United States, provided me with valuable insights into the fast-paced and demanding nature of high-profile productions. I honed my skills in logistics, coordination, and communication while contributing to the successful execution of a major event.

In addition to these experiences, I was recently added to the production team for a live podcast show called "Tonight's Conversation" where we are currently touring 20 different cities. This role has provided me with invaluable hands-on experience in managing the logistics of live events, coordinating with various vendors and venues, and ensuring the smooth execution of a dynamic and engaging performance.

Throughout my career, I have had the privilege of working with high-profile clients such as Lindsey Horan, Kamila Cardoso, and Bruce Glen, which has allowed me to develop strong interpersonal and communication skills, and a deep understanding of client needs and expectations.

I am particularly drawn to the opportunity to work here because of its reputation for innovative storytelling and commitment to pushing creative boundaries. I am excited about the prospect of contributing fresh ideas and creative solutions to help the company continue to thrive in today's competitive media landscape.

With my strong organizational skills, attention to detail, and ability to inspire and motivate teams, I am confident that I would be a valuable asset to your team. I am eager to bring my unique perspective and passion for storytelling and help create compelling content that resonates with audiences around the world.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experience align with the needs of your team further.

Reyna Montgomery