



EMILY RELLIS

(SHE, HER, HERS)

CREATIVE PRODUCER &
PROJECT MANAGER

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🌐 www.emilyrellis.com

EDUCATION

SUNY Binghamton

- Bachelor's in Philosophy, Politics, & Law - **Cum Laude**
- Vice President– Delta Phi Epsilon Sorority, Epsilon Delta Chapter

SKILLS

- Project Management
- Problem Solving
- Creativity
- Leadership
- Proficient in Microsoft Office, Google Suite, Slack, and Asana
- Keeping The Energy Flowing and Positive

WORK EXPERIENCE

FREELANCE PRODUCER & PROJECT MANAGER

Various - Full credits available by request

Nov 2016 - Present

- Select companies include: Salesforce, VIACOM, Hogarth/Ogilvy, 72andSunny, Refinery29, and many others.
- Experience in leading client-facing communication, project plan creation and maintenance, assigning account teams, creating event timelines, pitch decks, schedules, shot lists, and progress trackers.
- Experience in media management, payroll management, booking crew and reconciling expenses into management and budgeting software.

EXECUTIVE PRODUCER

SheNYC Arts, INC.

May 2016 - Present

- Founding Board member of 501(c)(3) non-profit, producing fully staged new plays and musical by women writers and composers. Sees shows through development from script selection to closing night.
- Lead community outreach within each city - partnering with fellow non-profits, women's health organizations, and women-owned businesses throughout the city producing within.

PRODUCTION COORDINATOR

Eastern TV - Love and Hip Hop NY

May 2016 - Oct 2016

- Oversaw show development timeline from conception to wrap-out.
- Led staff of day-playing PA's, created call sheets, schedules, contact sheets, as well as "run of day" schedule for all talent featured on daily shoots.

PRODUCTION COORDINATOR

*VH1 - The Big in 2015 Awards,
Development Pilots*

May 2016 - Oct 2016

- Lead Contact for A-list celebrity guests and VP+ level executives
- Led staff of day-playing PA's, created call sheets, schedules, contact sheets, as well as "run of day" schedule for all talent featured on daily shoots.

PRODUCTION COORDINATOR

VIACOM - MTV - Docs & Specials

Apr 2013 - Jul 2015

MTV -

- "Catfish" (show cycles 2013- 2016)
- "Catfish: The After Show"
- "Catfish: The Reunion Show"
- "Got Your Six" (**2015 EMMY NOMINATION**)
- "My Super Sweet Sixteen's Most Wanted: Where Are They Now"
- "One Bad Choice"
- "True Life" (show cycles 2013 - 2016)

LOGO

- LOGO TV's 2015 "New Now Next" Awards
- "Laverne Cox Presents: The T Word" (**2015 EMMY WINNER**)
- "Trans-Forum: The T Word After Show"