

# Bella Golightly

*Production Management and Content Creation*

(901)-275-1997

[bella.golightly1@gmail.com](mailto:bella.golightly1@gmail.com)

## EXPERIENCE

### **Freelance Film Work**, Memphis, TN — *Production Manager & Assistant*

JANUARY 2020 - PRESENT

Worked on film, television, music video, and commercial shoots for companies such as NBCUniversal, iHeartRadio, Nike, A&E, St. Jude, Atlantic Records, Hallmark, BodyArmor, Investigation Discovery, and ABC. Helped with set duties, office work, travel logistics, budgeting, and became COVID safety certified.

### **It's Fine LLC**, Memphis, TN — *Social Media Marketing Coordinator/Content Producer*

MAY 2019 - PRESENT

Manage Facebook, Instagram, and Google accounts for up to six local businesses. Create original video, photo, and blog content, post on social media regularly, respond to comments and reviews, and monitor messages for job leads and event inquiries.

### **NBC Universal**, Memphis, TN — *Location Scout*

JUNE 2019 - NOVEMBER 2019

Read scripts and found locations in the city to film the NBC television show, Bluff City Law. Communicated with contacts and photographed sites for lead directors and producers to analyze.

### **Loaded for Bear**, Memphis, TN — *Social Media Manager*

SEPTEMBER 2018 - APRIL 2019

Managed Facebook, Twitter, Instagram for four of the company's clients. Created and scheduled photo and video content. Engaged with clients to reach goals and report on analytics.

## EDUCATION

### **University of Memphis**, Memphis, TN — *Bachelor of Arts in Communication: Film & Video Production, Minor in Social Media Marketing*

AUGUST 2015 - APRIL 2018

Graduated Magna Cum Laude and was in the Honors Program. Also, worked as a tutor in the Educational Support Program.

## CREDITS

2022: *PM* - Saia Trucking National Commercial  
2022: *PM* - O'Reilly Auto Parts National Commercial  
2022: *Art PA* - Spider-Man Commercial / Sony  
2022: *Set PA* - Moneybagg Yo / iHeart Radio & Tik Tok  
2021: *CSO* - Women of the Movement / ABC  
2021: *Key Set PA* - Fresco Trey / Draft Kings  
2021: *PM* - History Channel Commercial / A&E  
2021: *Key Set PA* - Gilead Sciences Commercial  
2021: *Key Set PA* - Ja Morant Adapt 2.0 / Nike  
2021: *Key Set PA* - St. Jude Campus Videos  
2021: *Key Set PA* - In Ice Cold Blood / NBCUniversal  
2021: *Key Set PA* - YV Way Awards / Youth Villages  
2020: *Set PA* - Edge Effect Ja Morant / BodyArmor  
2020: *Craft Services* - Oxtellar XR Commercial  
2020: *Key Set PA* - MILCK - Someone's Beloved  
2020: *Key Set PA* - Fear Thy Roommate / ID  
2019: *Location Scout* - Bluff City Law / NBCUniversal  
2018: *Office PA* - Christmas at Graceland / Hallmark  
2017: *Set PA* - America's Got Talent / NBCUniversal  
2017: *Set PA* - Do Not Disturb / Ellen Burns

## SKILLS

Videography & photography

Production management

Graphic design

On-Set communication & problem solving

Proficient in Adobe Illustrator, Premiere, Photoshop, Google Analytics, and Excel

## PROJECTS

### **Whole Wide World** — *Short - 2019*

Director of a short film. It was accepted into the Indie Memphis Film Festival.

### **Paint Memphis Series** — *Shorts - 2016-2020*

Created documentary shorts covering Paint Memphis.