

# Mahlogonolo Matlalala

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## SUMMARY

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Experienced Motion Pictures Professional with 8 years in media production, specializing in film creation and television shows. Proven expertise as a 2nd Assistant Director, Set Dresser and Production Designer, contributing to seamless production processes and visual storytelling. Strong background in project management and team collaboration, seeking to leverage skills in a dynamic film production environment.

## WORK EXPERIENCE

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**American Income Life** San Diego, CA  
Life Insurance Producer Dec 2023 - Present

- Write and underwrite life insurance policies, ensuring comprehensive coverage and adherence to company standards.
- Collaborate with clients to assess their insurance needs and tailor policies for optimal protection.

**RedLight Indie Film** San Diego  
Script Supervisor Nov 2024 - Nov 2024

- Analyzed scripts to identify and document essential elements such as costumes, locations, and time of day.
- Recorded detailed notes on all filmed footage, including slate information, take numbers, and take durations.
- Supplied comprehensive notes to the editing and post-production teams to facilitate their processes.

**Thrivent Commercial** San Francisco  
Second Assistant Director Sep 2024 - Sep 2024

- Assisted in overseeing production logistics, ensuring seamless operations alongside the 1st Assistant Director.
- Managed and coordinated talent effectively to meet production goals and adhere to schedules.
- Ensured productions were completed on time and in alignment with initial plans.

**MasterClass** San Francisco  
Assistant Production Designer Aug 2024 - Aug 2024

- Contributed to the production design for "A Sommelier's Snob-Free Guide to Wine with Emily Wines," ensuring visual coherence and alignment with creative direction.
- Collaborated with the design team to develop set design elements that enhanced the educational and engaging aspects of the course content.

**T Mobile Commercial** Los Angeles  
Assistant Production Coordinator Jun 2024 - Jul 2024

- Collaborated with production management to effectively delegate tasks and ensure seamless workflow.
- Assisted the Line Producer in daily operations, including scheduling and maintaining positive cast and crew relations.
- Managed payroll processes to ensure timely and accurate compensation for all personnel.

**House Of Villains S2** Los Angeles  
Assistant Production Coordinator Mar 2024 - Apr 2024

- Assisted in coordinating production activities for creating the Superteaser trailer, ensuring timely completion and adherence to quality standards.
- Collaborated with the production team to streamline workflows, contributing to an efficient production process for the new season premiere promotional content.

**MasterClass** San Francisco

Assistant Production Designer

Feb 2024 - Feb 2024

- Assisted in the production design of the "Tell a Great Story With Michael Lewis" official trailer, contributing to the visual aesthetics and set coordination.
- Collaborated with the production team to enhance storytelling elements, ensuring alignment with the creative vision.

**1QAir (Infomercial Commercial)**

Los Angeles

Executive Producer

Jun 2023 - Jul 2023

- Collaborated with the CEO to develop an engaging infomercial script, aligning creative vision with strategic objectives.
- Managed pre-production planning by overseeing budget scheduling, crew hiring, and permit acquisition to ensure seamless execution.
- Supervised a 33-member production team and facilitated vendor negotiations to secure necessary equipment for a well-coordinated shoot.

**Mathew 25:14 | The Master Chief (Feature Film)**

San Diego

Production Designer and Props Manager

Apr 2023 - Jun 2023

- Designed and managed the creative team, achieving 100% client satisfaction through effective collaboration and execution.
- Worked closely with the Director and film crew to meet script, character, and location requirements 99% of the time, ensuring seamless production alignment.
- Developed budgets, provided timeline specifications, and monitored project progress to ensure completion within budget and on schedule.

**Cultural Care**

California

AuPair

2019 - 2021

- Assisted in managing household duties related to childcare, including laundry and transportation.
- Coordinated daily transportation for children to and from school, ensuring punctuality and safety.
- Organized and balanced schedules to integrate rest, play, and educational activities.

**EDUCATION**

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AFDA

Johannesburg

Bachelor of Arts, Motion Pictures - Majored in Producing and Production Design

2018

SJ Technical High School

Polokwane

High School Diploma

2014

**CERTIFICATIONS**

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Foundations of Project Management, Coursera, Google

Mar 2023

Project Initiation: Starting a Successful Project, Coursera, Google

May 2023

Advertising, PR & Marketing, Hudson County Community College

Sep 2023

Early Childhood Education, Cultural Care Training School

Mar 2019

Digital Brand Strategy, Vega School

Jul 2018

Creative: Ideas & Innovation, Hudson County Community College

May 2020

**SKILLS**

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Field Production • Concept Development • Social Media Control • Deadline Driven • Early Childhood Education • Data Entry & Record-Keeping • Cash Handling & Deposits • Researching/Fact Checking • Camera and Video Staff • Direction • Detail Oriented • Cross Functionality • Project Management • Team Collaboration • Creative Problem Solving • Attention To Detail • Time Management