

Samantha Salvemini

samanthasalvemini@gmail.com ❖ (908) 892-5689 ❖ [Portfolio](#) ❖ [Instagram](#)

EDUCATION

Stevenson University

BS in Film and Moving Image, Producing and Writing
Magna Cum Laude

May, 2021

Owings Mills, MD

SKILLS

- **Adobe Lightroom; Adobe Photoshop; Adobe Premiere Pro; Trello; Movie Magic (Scheduling & Budgeting); Microsoft Office; Google Workspace; Zoom; Final Draft;** Strategic Planning; Customer Service, Recruiting; Production Logistics; Production Management; Social Media Management; Crowdfunding; Script Breakdown; Transcription; Camera Operation; Digital & Analog Photography; Research; Permits

WORK EXPERIENCE

Annapolis Film Festival

Production Intern

February 2025-March 2025

Annapolis, MD

- Checked in regularly with operations manager, festival producer, & festival coordinator, completing any tasks assigned while also anticipating needs.
- Assisted with load in & load out at multiple venues over 5 days.
- Updated volunteer sign up sheet based on line by line data from Sign Up Genius. Handed out volunteer shirts & badges, verified appropriate paperwork was filled out.
- Created 5 binders, (1 for each venue) including incident report sheets, a script for before each screening, contact sheets, etc. to be provided to venue managers.
- Escorted festival attendees to screenings, ensuring a positive festival experience.
- Made production runs for paper, expendables, & drop-offs.

Pfingst Pfilmed, LLC

Producer

March 2022 – January 2025

NY Metropolitan Area

- A boutique production, brand development, & social media management company.
- I evaluated the needs of each production, which I used to craft strategic plans & coordinate production logistics.
 - Produced independent shorts such as “If Trumpets Had Eyes” & “Just Desserts” where I also acted as Unit Production Manager, managing teams of up to 20 people.
 - Managed craft services & meals.
 - Acquired filming permits from the NYC Film Office for multiple locations & multiple days.

Full Bleed- An Arm & A Leg Prods - *Rom-Com Short* - Dir. Paul Pissarro & Max Cox

Production Assistant

September 2024

New York, NY

- Conducted firewatch of equipment & personal belongings.
- Assisted with equipment load in & out at 10 different locations.
- Maintained meal & crafty areas, delivered food to crew.
- Made production runs for expendables & other needs.
- Provided directions to the driver while escorting actors between set locations.

B.W.W.C - Carmilla Prods - *Horror Short* - Dir. Genna Edwards

Associate Producer

January 2024 – June 2024

Brooklyn, NY

- Emailed companies to solicit possible sponsorships.
- Managed craft services & meals for a crew & cast of up to 20 people.
- Managed the creation of the Seed+Spark campaign, which met the greenlight goal.
- Assisted with equipment load in & out.
- Made production runs for expendables & other needs.

Gazer - Telstar Films - *Feature* - Dir. Ryan Sloan

Production Assistant

July 2021

Newark, NJ

- Assisted with equipment load in & out.
- Wrangled extras for bus shots & appeared as an extra.

Strawberry Mansion - Feature - Dir. Albert Birney & Kentucker Audley

September 2019

Art Production Assistant

Reisterstown, MD

- Painted selected furniture completely pink.
- Added painters tape to prep door frames for painting.
- Cut strips of VHS tape into equal sizes, then proceeded to glue them to black garments to create a “tape monster”.

Just About Famous - Feature Documentary - Dir. Alex Novell

July 2023 – August 2023

Associate Producer

New York, NY

- Escorted talent through locations to keep production on track.
- Identified members of the public who were willing to appear on camera with talent.
- Provided feedback in post production.

The Workshop Content Studios

June 2020 – July 2021

Production Intern

Remote

- Transcribed & logged footage from “Basketball or Nothing”.
- Conducted production research & created one-sheets or decks of need to know facts.
- Communicated with APT Program Managers to identify air dates & times of current projects.
- Created charts for specific projects that kept an organized view on the progress of pitches.

Lou Reda Productions

May 2020 – August 2020

Development Intern & Assistant to Head Intern

Remote

- Analyzed & provided feedback on pitch documents.
- Constructed & presented pitches from researched topics to supervisors & colleagues at weekly development meetings.
- Assisted in completing grant proposals by coordinating closely with staff to ensure grant objectives were met.
- Assisted the head intern in leading team meetings, taking minutes, & overseeing other interns in the event of their absence.