



KEGINA GRAHAM

PRODUCTION ASSISTANT/ WRITER

****LIVES IN A "ECONOMICALLY DISADVANTAGED AREA" FOR NJ'S 4% HIRING BONUS****

CONTACT

New Jersey
973.665.4288
keginag@gmail.com

SKILLS

- Microsoft Office Suite (Word, Excel, Outlook)
 - Final Draft
 - Office & Crew Management
 - Scheduling
 - Budget Tracking
 - Talent Relations
 - Administrative Support
 - Time Management
 - Empathetic
 - Enthusiastic
 - Efficient
 - Strong Communication
 - Note Taking
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Experience

Assistant Director | The Funplex | New Jersey (Aug 2015 – Present)

- Managed and organized large-scale productions and live events.
- Oversaw and directed a crew of over 100 people.
- Handled contracts, finances, and day-to-day operations.
- Provided personal assistance to talent, addressing logistical and emotional needs.
- Coordinated catering, scheduling, and production supplies.
- Maintained production notes

Production Assistant | SSMP Infantry | New Jersey (June-August 2022)

- Camera equipment handling
- Handling lighting

Producer, Director, Host | The Safe Space Podcast | New Jersey (April 2023-Present)

- Produced and directed podcast episodes from concept to completion, including recording, editing, and distribution
- Edited audio and visuals
- Collaborated guests to capture authentic performances

Projects – Scripts

- Love Birds – Writer
- Blue Sundays – Writer
- Duality - Writer
- Muse – Co-Writer

EDUCATION

New Jersey Film Academy, New Jersey Certificate in Film Production

REFERENCES

References available upon request.