

# Emily Rellis

## EMPLOYMENT

June 2017 - PRESENT

### **FREELANCE PRODUCER**—Various Projects

- + Companies include: Hogarth/Ogilvy, VH1, MTV, 72andSunny, Refinery29, and others.
- + Experience in leading creative teams, directing interstitial clips, creating pitch decks, story development, shot lists, booking crew, call sheets, time sheets, and expenses.

June 2016 - PRESENT

### **EXECUTIVE PRODUCER**—SheNYC Arts

- + Founding Board member of non-profit, 501(c)(3) certified productions.
- + Assisted Festival show selections for bi-coastal summer Theater lineups in NYC, LA, and ATL(2020).
- + Increase media reach for each show selected through community outreach, as well as creation of "give-back" ticket initiative and donation incentives.

May 2017

### **PRODUCTION COORDINATOR** – Eastern TV— Love and Hip Hop New York: Season 7

- + Lead staff of day-playing PA's, tracked and reconciled expenses to company budget, created call sheets, schedules, contact sheets, as well as "run of day" schedule for all talent featured on daily shoots.

March 2016

### **PRODUCTION COORDINATOR** – Rock Shrimp Productions – Beat Bobby Flay

- + Lead staff of day-playing PA's, tracked and reconciled all expenses to company budget.

November 2015

### **PRODUCTION COORDINATOR** – VH1 – The BIG in 2015 Awards, Various Development Pilots

- + Coordinated staffing of ENG crews, travel needs, show preparation, talent logistics, and shoot day operations for VH1 internal staff throughout NYC and LA.
- + Hired all additional staff, tracked and reconciled all expenses to company budget.

September 2015

### **FIELD PRODUCER** – 247 LAUNDRY SERVICE

- + Supported internal accounts team on designing social media campaigns containing stills and short motion pieces.
- + Coordinated staffing of crew, shooters, PAs, travel needs, show preparation, talent logistics, and shoot day operations.

2013 – 2015

### **PRODUCTION COORDINATOR** – VIACOM - MTV Docs & Specials

- + SHOW CREDITS:

#### **MTV**

"Chatfish" (2015 series cycle)

"One Bad Choice" (2015 series cycle)

"My Super Sweet Sixteen's Most Wanted: Where Are They Now"

"True Life" (2015 series cycle)

#### **LOGO TV**

"Laverne Cox Presents: The T Word" – **2015 Emmy Winner**

2015 NEW, NOW, NEXT Awards

2012– 2013

### **PRODUCTION ASSOCIATE** – VIACOM - MTV Docs & Specials

## EDUCATION

2009 – 2012

### **BACHELOR OF PHILOSOPHY, POLITICS, LAW** – Binghamton University

- + Graduated Spring 2012 – **Cum Laude**
- + Vice President of Operations– Delta Phi Epsilon Sorority

## SKILLS

- + Fluency in Microsoft Office, Outlook, Slack and MAC applications (Keynote, Pages, etc)
- + Writes and shoots original content – clips available on [www.emilyrellis.com](http://www.emilyrellis.com)
- + Professional, engaging, and enduring.