

# Abby Melanson

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## EDUCATION

Savannah College of Art and Design (SCAD), Savannah GA  
**Bachelor of Fine Arts, Dramatic Writing**, March 2023  
Minor in Film & Television  
Minor in Storyboarding

Outstanding Academic Achievement Award, School of Liberal Arts

## RELATED EXPERIENCE

### Universal Studios Hollywood | *Production Assistant*

August 2025 - PRESENT

- Coordinate and supervise actors/stunt performers throughout live performances and individual interactions across USH.
- Adhere to strict production schedules by maintaining organized and timely performance sets within 30-minute increments.
- Partner with multiple teams in entertainment to ensure exceptional show quality and the safety of all participants for each set.
- Provide exemplary guest service by utilizing expert knowledge of the Universal theme parks and larger company IP.

### Paramount Pictures | *Studio Page*

April 2025 - PRESENT

- Assist the guest relations and studio operations teams in creating positive experiences on the studio lot for employees, crew members, and daily visitors. Run errands, answer calls, attend to varying department needs, and solve problems as they arise.
- Administer two-hour, guided tours of the 70-acre lot for an intimate group of studio guests while navigating the workflow of active productions. Adapt quickly to changes while prioritizing safety and guest experience.
- Maintain expert knowledge of company IP, the ever-changing entertainment industry, and Paramount's vast 112-year history.

### Walt Disney World | *Disney College Program*

April 2023 - February 2024

- Cultivated a deep understanding of themed entertainment at the operational level and networked with professionals, all while actively enhancing Walt Disney World guest experiences in both attractions and premium transportation.
- Assisted hundreds of guests every hour and utilized recovery tools when necessary to address concerns.
- Prioritized safety and efficiency while creating individualized, premier experiences and magical memories for each visitor.

### Savannah College of Art and Design (SCAD) | *Student Ambassador Coordinator*

March 2020 - March 2023

- Managed SCAD's Student Ambassador Program and the 100+ recruited student leaders.
- Scheduled all Ambassador appointments with prospective students and led execution of bi-monthly campus-wide promotional events averaging 1,500+ guests.
- Prepared meeting agendas, created presentation decks, and tracked correspondence between departmental partners and Student Ambassadors across multiple platforms.
- Partnered with the admissions department in assisting and reworking leadership structure and essential program operations.
- Maintained multiple calendars, official documentation, expense reports, and the program's digital database.

### Savannah College of Art and Design (SCAD) | *Department Assistant*

March 2021 - March 2023

- Supported the Chair of the SCAD Dramatic Writing Department, Averie Storck, with event coordination and logistics for high-profile panels at the SCAD Savannah Film Festival as well as internal department gatherings.
- Assisted with personal errands and administrative tasks to manage the efficient operation of the department.
- Represented my department in forward-facing roles, fostering strong relationships with faculty, staff, and industry professionals.

### Savannah College of Art and Design (SCAD) | *Staff Writer*

March 2022 - November 2022

- Collaborated across disciplines as part of SCAD's Student Emmy Award-Winning writers' room to develop a sitcom pilot.
- Implemented live edits during interactive group rehearsal sessions.
- Maintained a strict production schedule and coordinated with filmmakers, actors, and production teams to produce the pilot in front of a live studio audience.

### Okay Goodnight | *Development Intern*

February 2022 - June 2022

- Provided extensive coverage on submitted scripts, books/novels, and pitch decks to be considered for production.
- Assisted with the launch of the final season of "Grace and Frankie" by attending daily meetings and taking detailed notes.
- Collaborated with Okay Goodnight's writers and producers to provide feedback and creative solutions on various projects.

### Visit Mobile | *Art Director*

January 2021 - November 2021

- Supervised a team of VFX artists, motion media artists, and animators to develop the unique visual identity for the animated documentary, "Surviving Clotilda".
- Maintained production schedules and deadlines, directed the quality of work, delegated tasks, and managed digital assets.
- Rendered extensive storyboards, concept art, and over sixty illustrations for the final film and the Africatown Heritage House.

### Ken Sherman & Associates | *Coverage Intern*

January 2021 - April 2021

- Delivered thoughtful and detailed written coverage for multiple scripts, novels, and miscellaneous projects each week.
- Conducted extensive market research for agents and authors to provide a snapshot of current trends.

## SKILLS

**Software:** Microsoft Office Suite (Word, Excel, Powerpoint, Outlook, Teams), Google Workspace Suite, Apple iWork Suite, Keynote, Airtable, Dropbox, Zoom, Slack, Asana, Social Media (TikTok, Instagram, Facebook, Twitter, LinkedIn, Youtube)

**Creative Software:** Adobe Creative Suite (Acrobat, Photoshop, Illustrator, Premiere Pro, After Effects), Final Draft, Storyboard Pro, Procreate, Canva, Wacom Cintiq