

Marc Hayes Jr.

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OBJECTIVE

A committed and thorough film production associate pursuing producing with extensive experience assisting production teams across a variety of media formats, including commercials, television, and films. The ability to maintain high levels of professionalism and quality while handling multiple responsibilities in a busy environment. Outstanding communication and organizational skills, as well as extensive experience in production and administrative support.

EXPERIENCE

Full Swing Seasons 1-3 / Netflix

August 2022 – September 2024

Production Assistant

- Acted as an AC and assisted the Camera Department
- Equipment transportation
- Driving crew and talent
- Supporting crew members on set
- Handling production paperwork

Untold / Netflix

June 2024

Production Assistant

LEGO Masters Season 4-5 / FOX

February 2023 – December 2023

Key Production Assistant

- Supervised PAs and assisted Production Coordinators.
- Worked closely with the Assistant Director and Production Manager to ensure all tasks were completed.
- Helped manage the set to run smoothly and efficiently.
- Worked on a tight and evolving schedule to ensure everything the production needs were met.

The Glow Up with Mariah Huq / Pilot

October 2023

Production Assistant

Put A Ring on It Season 4 / OWN

September – December 2022

Production Assistant

What's Cooking ATL? With Pretty Vee / TV One
Production Assistant

July 2022 – August 2022

LEGO Masters Season 2-3 / FOX
Production Assistant

February 2021 – May 2022

Father of the Bride (Feature) / Warner Bros.
COVID Production Assistant

April – August 2021

The Conjuring: The Devil Made Me Do It (Feature) / Warner Bros
COVID Production Assistant

February 2021
CCO: Gary Trentham
Compliance Supervisor: Jenni Ivers

For The Love of Money (Feature)

November 2020 – February 2021

Production Assistant/Assistant to Producer Melissa Young

1st AD: Ibrahim "Ham" Yilla
2nd AD: Knia Bonds

- Worked closely with the Producer from pre-production through production, and post-production.
- Assisted with any on-set duties and acted as a liaison between the producer and production team.
- Coordinated meetings with the production team and helped evaluate scripts.
- Managed phone calls with talent and agencies to secure headshots and memos.

EDUCATION

GEORGIA FILM ACADEMY | 2017 - CURRENT

- Related coursework: On-Set Production

BACHELOR OF ARTS: FILM AND MEDIA | MAY 2019 | GEORGIA STATE UNIVERSITY

- Related coursework: Production, Sound Design, and Cinematography

SKILLS

- Proficient in Microsoft Office Suite, Photoshop, Illustrator, Premiere Pro, Final Cut Pro X, Logic Pro X,
- Strong communication skills, both written and verbal
- Excellent problem-solving abilities
- Time management and organizational skills
- Attention to detail and accuracy
- Team player with the ability to work independently

REFERENCES AVAILABLE UPON REQUEST