

Missy Davis

missydavis.com

Versatile creative professional with many years of experience in content creation and production from conceptualization to implementation. As a creative producer with a passion for design, I am naturally curious and strive to complete all tasks, big and small, with humor and a smile on my face. This has become my north star while building my strong network of production support, solving complex production needs, bridging gaps, managing teams, and finding effective solutions. I always aim to exceed expectations by understanding the big picture while never losing sight of the smallest details.

Skills

Production Management

Produce studio & location shoots
Establish budget and project scope
Scout & secure locations
Obtain permits

Vendor Management

Casting & hiring talent
Manage stylists, HUMA and photographers

Project Management

Lead cross team communication
Build out projects in Asana/Trello
Obtain permits
Manage internal & external client relationships

Applications

Adobe Creative Cloud
Microsoft Office Suite
Google Suite
Asana, Trello
Canva, Figma, Sketch, Miro
Capture One Pro, Lightroom

Education

General Assembly

UX Design Certificate

Hallmark Institute of Photography

Outstanding Achievement Award for Highest Portfolio Excellence

Southwestern University

Psychology

Contact

512 695 5031

missy@missydavis.com

Experience

Design Consultant + Creative Project Manager

Wuest Group: Austin, TX October 2020– March 2022

- Redesigned logo, website, and reports for presenting to the City of Austin
- Introduced and implemented ASANA to the engineering workflow to facilitate cross communication with the PMs

Design Consultant

Austin Neuropsychology: Austin, TX April 2020–September 2020

- Designed and implemented digital COVID protocols for in-person and virtual testing with the Neuropsychologists and Psychometrist

UX Designer

Uncapped Mortgage: Austin, TX October 2019 – February 2020

- Continued post General Assembly fellowship to conduct research and present data to stakeholders to help provide further direction for the updated design of their website

Content Producer

Brandless: San Francisco, CA January 2018– June 2018

- Coordinated all aspects of production for internal and external digital assets
- Guided creative ideas from brief through project launch
- Coordinated pre and post-production logistics, including pre-pro books, call sheets, shot list, equipment rental, freelance hiring, location scouting, and file delivery

Senior Content Producer

Birchbox: New York, NY October 2017– February 2018

- Worked closely with cross channels during creative development and pre-production to understand the scope of projects, create schedules, manage creative budget, and bring in potential freelance when warranted
- The primary point of contact for communicating status and next steps clearly to teams (Merch/Web/Design/Copy/Leadership) regarding creative content across all channels (social, email, web)
- Managed personal and the Photo/Video/Retouching team's workload
- Coordinated pre and post-production logistics, including pre-pro books, call sheets, shot list, equipment rental, freelance hiring, location scouting, catering, and file delivery

Producer + Photographer + Digital Tech + Assistant

Missy Davis: New York, NY July 2016 – October 2017; San Francisco, CA July 2018– February 2019; Austin, TX March 2019– October 2019

- Produce, assist, manage and photograph various projects from initial concept to final product

Studio Manager + Producer

Steve Giralt: New York, NY March 2014–June 2016

- Led and coordinated all aspects of production for a wide range of clients from small e-commerce companies to large advertising departments including PepsiCo, Godiva, Starbucks and Victoria's Secret
- Managed studio financial processes, including bookkeeping, estimates, budget & final billing for all photo shoots
- Coordinated pre and post-production logistics, including pre-pro books, call sheets, shot list, equipment rental, freelance hiring, location scouting, and file delivery
- The Primary point of contact to coordinate efficient shoots, on schedule and within budget