

# 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

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## 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