

# MELISSA BURTON

TRAINEE ASSISTANT EDITOR

## CONTACT

- ☎ 07950898705
- ✉ Burtonmel02@gmail.com
- 📍 Leicestershire - Willing to relocate
- 📄 References available upon request

## SKILLS

- Offload using Shotput Pro, Silverstack and Hedge
- Logging footage and cross-referencing with script supervisor notes/shot lists.
- Technical troubleshooting of NLE software such as Avid Media Composer, Premier Pro and Davinci Resolve
- Timeline organization, syncing, Multi-Camera Grouping and dailies preparation
- Re-slicing new footage, groups and audio into master sequences
- Experienced in media backup and archiving to LTO
- Word, Outlook, Excel, Lightroom and Photoshop
- Experience using Comms

## EDUCATION

Film Production

**University of Gloucestershire**

2020-2023 - 2:1 BA (Hons)

**John Cleveland Sixth Form**

A LEVELS - **Photography (A\*)**  
- **Sociology (A)**  
- **Psychology (B)**

**Hastings High School**

9 GCSE'S A\*-A

GDPR: This CV may be kept on file and distributed for employment purposes.

## PROFILE

I am a highly driven, self-motivated, and dedicated worker with experience as a Trainee Assistant Editor across various TV dramas. I have a thorough technical understanding of Avid Media Composer, Davinci Resolve and post workflows as well as a creative outlook.

I am captivated by storytelling and conveying emotions through TV and Film, which has pulled me towards a career in post-production. My long term goal is to become an Editor.

## WORK HISTORY

### Trainee Assistant Editor - Apple TV Series (TBA) -2025

**Director:** Ollie Parsons

**Editor:** Adam Windmill

**Editor:** Gavin Buckley

### Podcast Editing and Content Creation for Businesses 2023-2025

- Flexible freelance work, including working with producer James Carpenter, editing a podcast for Katie Brindle, and editing marketing content for various brands

### Trainee Assistant Editor - BBC Phoenix Rise - 2023

**Director:** Christiana Ebohon-Green

**Editor:** Folasade Oyeleye

### Trainee Assistant Editor - Outpost Facilities, Pinewood - 2023

- I trained at Outpost Facilities, Pinewood as an Avid Edit Assistant working on Midsomer Murders.

### Location Marshall - Lost Boys And Fairies - BBC - April 2023

- I was a Location Marshall on this BBC drama controlling crowds in busy locations in Cardiff.

### Video Playback Operator - Commonwealth Games Live Events - Progress Productions - Aug 2022

- I worked on multiple, fast-paced live events operating the VT for the Judo and Wrestling events at the Commonwealth Games.

## OTHER EXPERIENCE

### RTS West of England Student Awards 2024 - Craft Awards - Writing in a Drama category

- My friend and I co-wrote a short film about a young, ambitious athlete who receives a devastating diagnosis while under the pressure of her pushy parent, whose love is conditional. However, as her world crumbles, she is able to rebuild a once-broken friendship and rediscover what's most important to her

### NAHEMI Commercial Competition Award Winner - Writer + Director - June 2023

- A commercial for the Charity Walking With The Wounded. A young veteran, struggling with PTSD and dissociation, gains support from a WWTW therapist.