

Merideth Melville
Houston, TX
meri@bossmediahq.com
713-822-8289

Experienced. Award Winning. Versatile. Tough. Tender. Tenacious.

Work Experience

Producer/Director/Writer/Owner

Boss Media - Houston, TX
January 2017 to Present

Versatile and experienced in all pre-production, production & post-production supervision duties. Account Executive duties. Direct. Produce. Scriptwriting, treatments, proposals. Client meetings, scheduling, casting, hiring crew & gear (all aspects of pre-production) & VO talent (post). On set for shoots. In edit suite (or remote) supervision. Budgeting, invoicing. 20+ years' experience in production & post-production houses (small & large). Lots of travel experience (working in foreign countries).

Problem solver, hard-working, calm management style. On time & on budget on every project. Experienced working with agencies, corporations and non-profit organizations (from CEO to team members). Tourism and Destination Marketing experience.

Owner

Various firms - Houston, TX
January 1994 to 2017

Founded award-winning production and post-production companies in Houston starting in 1994. Producer/Writer/Director duties. Additionally, supervision of full staff and accounting management. Left partners behind to form Boss Media in January 2017 to work independently.

Manager-Motion Pictures Division

NASA (Media Services) - Houston, TX
January 1992 to January 1994

Managed staff of 9 (film editors, producers, writers, administration). In charge of taking all films shot aboard shuttles and editing for worldwide distribution. Interviewed astronauts before they were launched in space for their missions for airing on NASA TV and worldwide distribution.

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Producer/Director/Writer

Travelview International - Houston, TX
January 1988 to January 1992

Wrote, Produced and Directed travel documentaries for The Travel Channel on location all over the world. Wrote scripts (before/during/returning from location). Directed and produced content - anywhere from 2 weeks to 3 months on location. Supervised all post-production.

Finished product ranged from 30 minutes to 2 hours highlighting tourism, dining and hotels in Singapore, Ireland, Germany, Borneo, Puerto Rico, Mexico, Switzerland (and more).

PR & Marketing

Mithoff Advertising Agency – El Paso, TX
January 1983 to January 1987

Writing and executing public relations plans for new and long-standing clients. On location for PR events. Writing and getting published press releases. Claim to fame? Taking the NYC publisher of Circus Magazine (Gerald Rothberg) to Juarez, Mexico for a taco lunch! I handled his press junket as my first of many to follow.

Education

Bachelor of Science (in Radio/TV/Film) – Graduated with Honors
The University of Texas @ Austin

Links

www.bossmediahq.com
<https://vimeo.com/search?q=Merideth+Melville>

Other

Recipient of numerous awards (NY Film Festival, Addy's)
Founder & Past President, Women in Film & Television/Houston