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# Salena M. Alston

## Professional Summary

Salena Michelle (Alston) is a producer, actor, and director who was born and raised in the Charleston area of South Carolina. Salena moved to Atlanta in 2015 to pursue her acting career. Her career took an unexpected, but welcomed turn when she became an acting coach for Dwayne Boyd's Premier Actors' Network and directed her first film for the film festival she developed and organized for the same. Salena is well-versed in overseeing all facets of film production, from conceptual development through final delivery. She is familiar with every behind-the-scenes position and all related equipment and is versed in working with clients to bring their vision to life.

## Work History

### Open Book Productions - Executive Producer

Atlanta, GA

02/2023 - Current

- Collaborated with 6 different creative teams to develop and refine project concepts, and write scripts.
- Developed and managed budgets.
- Hired and managed production staff, including writers, directors, actors, and crew members.
- Ensured projects are completed on time, within budget, and to the highest quality standards.

### Open Book Productions - Film Director

Atlanta, United States

10/2020 - Current

- Directed close to a dozen digital film projects
- Participated in all stages of the filmmaking process from scriptwriting and preproduction to the final edit and release
- Worked closely with executive producers to develop a vision for the projects
- Advised actors and stunt performers; gave detailed instructions to all members of the film crew
- Oversaw pre-production processes and procedures such as film budgeting, choosing filming locations, and preparing shooting timetables

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🔗 [Bold Profile](#)

## Skills

### LANGUAGES SKILLS

- English

### COMPUTER/VIDEO EDITING SKILLS

- Microsoft Office
- PowerDirector
- iMovie
- Adobe Premiere
- Slack
- Trello
- DaVinci Resolve
- Pro Tools

### INTERPERSONAL SKILLS

- Ability to work under pressure
- Communication/Leadership Skills
- Creative
- Detail-oriented
- Time Management
- Getting lost in a good book
- Singing
- Writing
- Playing video games
- Roller skating
- Staff Supervision
- Talent Acquisition
- Content Development
- Schedule Coordination
- Script Writing
- Pre-Production
- Teamwork and Collaboration
- Team Leadership
- Video Editing

- Reviewed projects on a daily basis to determine the progress and identify potential issues which needed to be resolved

### **Core Queen Productions - On Set Coach**

Charlotte, NC

06/2024 - 06/2024

- Coached actors through their performances based on the director's wants and needs for the scene.
- Instructed actors on proper physicality for stage presence while maintaining safe movement practices during performances.
- Enhanced actors' performances by providing feedback and coaching based on direction from the director and writer.
- Guided actors through character development processes, leading to more authentic and believable performances on screen.

### **Axel's Night - First Assistant Director**

Atlanta, GA

09/2023 - 11/2023

- Collaborated with directors and producers to develop shooting schedules that maximized resources and minimized conflicts.
- Enhanced overall production efficiency by streamlining communication between departments and delegating tasks effectively.
- Ensured production stayed on task and kept production on schedule.

### **Conscious Creativity - Film Director**

Atlanta, United States

08/2021 - 08/2021

- Directed actors on set
- Worked closely with executive producers to develop a vision for the projects
- Advised actors and stunt performers; gave detailed instructions to all members of the film crew
- Participated in post-production including final edits

### **Freeze Frame Productions - Film Director**

Atlanta, United States

08/2020 - 08/2020

- Directed actors on set
- Worked closely with executive producers to develop a vision for the projects
- Advised actors and stunt performers; gave detailed instructions to all members of the film crew

### **Art and... - Assistant director**

Atlanta, United States

11/2018 - 12/2018

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## ***Education***

### **Georgia State University**

Atlanta, GA

Associate of Arts: Film And Video  
Production

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## ***Certifications***

- eCornell Women in Entrepreneurship  
Certification

- Managed and instructed staff on set; was in charge of shooting schedule ensuring that deadlines were met
- Reviewed projects on a daily basis to determine the progress and identify potential issues which needed to be resolved

### **Born 2 Act Productions - Film Director and Editor**

Atlanta, United States

08/2018 - 10/2018

- Participated in all stages of the filmmaking process from scriptwriting and preproduction to the final edit and release
- Worked closely with executive producers to develop a vision for the projects
- Advised actors and stunt performers; gave detailed instructions to all members of the film crew
- Oversaw pre-production processes and procedures such as film budgeting, choosing filming locations, and preparing shooting timetables
- Reviewed projects on a daily basis to determine the progress and identify potential issues which needed to be resolved
- Edited the film, managed footage and sound, sorted 8 hours worth of raw footage

### **Core Queen Productions - Script Writer**

Charlotte, NC

03/2024 - 06/2024

- Pitched original concepts to clients and executives, showcasing strong verbal communication skills in presenting ideas persuasively.
- Assisted directors in visualizing scenes, providing detailed scene descriptions and character actions.
- Streamlined the script editing process to ensure timely delivery of final drafts.
- Organized material to research and complete writing tasks.
- Completed thorough research into assigned topics.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.

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### ***Hobbies and Interests***

- Created and organized Premier Actors' Network's film festivals.
- Wrote several SOP manuals for various jobs.
- Won several awards for speeches.
- Arranging before and after arrival meetings with students.
- Participating on long and short-term goals of the office.
- Improving dramatical skills.
- Arranging and organizing meetings, interviews, events, etc.
- Assisting in potential candidates' training.
- Assisting in recruiting new staff and collaborators.

- Completion of all report and assigned task within agreed deadline.
- Handling Company cash and banking, including float and safe counts and financial processing.
- Identifying and addressing store manager needs.
- In- and outbound transfers.
- Managing office equipment and stationery.