

Contact

✉ leihaddadpro@gmail.com

☎ (757) 997-5591

in Leila Haddad

📷 @ohmylei

🌐 leila-haddad.com



Education

2023

Regent University

B.A. in Cinema-Television
Business Minor w/ concentration in Marketing

Technical Skills

- **Production Paperwork**
 - Such as script breakdowns, shot lists, film schedules, budget breakdowns, storyboards, call sheets, etc.
 - Studio Binder, Celtx, Movie Magic
- **Film Equipment**
 - Cameras, Sound Mixing, Lighting, Grip equipment
- **Streaming**
 - Newtek Tricaster
 - Blackmagic Switchers
 - More upon request
- **Microsoft Office**
 - Word, Excel, Outlook, Powerpoint, Access
- **Google Suite**
 - Calendar, Docs, Drive, Forms, Gmail, Sheets
- **Presentations**
 - PowerPoint, ProPresenter, Keynote, Canva
- **Social media**
 - LinkedIn, Facebook, Twitter, Instagram, YouTube, TikTok, Pinterest, and more
- **Digital Design Programs**
 - Canva Pro, Lightroom, Photoshop
- **Team collaboration**
 - Dropbox, Slack, Zoom, Discord, Teams

Awards

- Nominee of 42nd College Television Award (Student Emmys)
- World Strides Heritage Music Festival Ovation Award
- Regent Scholar's Weekend \$2k Scholarship Award
- 2019-2023 Dean's List of the Regent CAS
- Student Life Award for Innovation
- Student Life Award for Best Student Worker
- Best Picture & Best Execution at the Regent Film Showcase for "Anders Eiswagen"

Leila Haddad

Administrative Professional & Media Producer

I am a passionate media producer, director, and designer for the last six years; a storyteller since birth. My experience and creative portfolio from Regent University showcase my expertise in short films, TV series, commercials, digital marketing, and more. Through my roles as a producer and administrative professional at MSNBC, I've honed my leadership, communication, and organizational skills. I hope to journey into the industry of visual arts and entertainment to produce stories that will change the world.

Work Experience

2024 - Current

MSNBC | 400 North Capitol St NE Suite 850, Washington, DC 20001

Administrative Assistant to MSNBC Senior Vice Presidents

- Coordinate busy schedules and plan meetings for two company SVPs, ensuring efficient time management.
- Manage travel, expense reports, logistical support for events or shoots, and more miscellaneous tasks assigned.

2023 - 2024

Regent University | 1000 Regent University Dr, Virginia Beach, VA 23464

Administrative Coordinator for the Office of Student Services

- Provide administrative support to the department as assigned by the Executive VP and Dean of Students
- Serve as the point of contact for all Student Life concerns, including calendar management, permits, temps, and IDs

2020 - 2023

Regent University | 1000 Regent University Dr, Virginia Beach, VA 23464

Social Media Manager and Director Assistant for the Office of Student Activities & Leadership

- Assisting the Director and Dean of the department with administrative projects and organization
- Conceptualize, film, design, edit, and market creative content for the OSAL Online page with over 1.1k followers

2022 - 2023

Regent University | 1000 Regent University Dr, Virginia Beach, VA 23464

Creative Director & Sales Associate for the Regent University Gift Shop

- Operate the Regent Gift Shop as a cashier, stocker, decorator and helpdesk
- Market products and sales through conceptualized creative content

2021 - 2022

Regent University | 1000 Regent University Dr, Virginia Beach, VA 23464

President and Committee Head of the Student Activities Board

- Led a team of 75+ college students to put on campus events and executed marketing strategies for advertising
- Budgeted out a year's worth of events, executed purchases, and reported them to the University

2020 - 2023

First Presbyterian Church of Norfolk | 820 Colonial Ave, Norfolk, VA 23507

Audio Visual Contractor & Technical Director

- Technical director of weekly service streams through graphic means in ProPresenter or PTZ camera operation
- Edit the services with Premiere Pro as well as separate clips for advertising purposes

2019 - 2021

Multiple Film Productions | Virginia Beach, VA

Personal Assistant

- Assisted on-set operations such as talent management and scheduling logistics for multiple short film sets
- Multitasked and supported various aspects of the set to alleviate the responsibility of high-ranking set officials

2019 - 2020

The Shenandoah Company | Chesapeake, VA

Feature Film Associate Producer

- Assisted in location scouting for feature film, cast selection, and communication among cast and crew
- Formulated fundraising methods and utilized connections in the Hampton Roads area to assist with production

References

Mike Sinclair

Professor & Chair, Regent University
Phone: (757) 572-6435
Email: msinclair@regent.edu

Joel Phillips

A/V Manager, FPC of Norfolk
Phone: (609) 458-9940
Email: joel@fpcnorfolk.org

Jaron Weatherly

Admin Assistant, Kingdom Story Company
Phone: (309) 696-9688
Email: jaronweatherly@gmail.com