




MELANIE NG

CONTACT

 (647) 640-9788
 mmelaniengg@gmail.com
 <https://melaniesyng.wixsite.com/melanieng-portfolio>

SKILLS

Multitasker
Quick Learner
Problem Solver
Attention to Detail
Communication & Collaboration
Organization & Prioritization
Adobe Premiere Pro, Photoshop & After Effects
AVID Pro Tools
Unreal Engine
Google Workspace & Microsoft Office

EDUCATION

Toronto Metropolitan University

Media Production, Bachelor of Arts
2021 - 2025
GPA: 4.29
Relevant Courses: Multi-Camera, Single Camera, Technical Television Producing, International Media Co-Production, Lighting & Grip, Production Theory, Audio Production, Editing Specialty, Video Compositing & VFX, Digital Media, Web Design, Media Writing

CERTIFICATIONS & AWARDS

OMNI TV Scholarship Award

July 2024

Events & Galas - Plan It For The Planet Certification

February 2024

Ross Acuity Production Switcher Yellow Belt Certification

April 2023

Level 1 EFP Certification

April 2022

PROFILE

As a keen and on-the-job learner, I seek to acquire hands-on experience and knowledge to develop my current skill-set both collaboratively and individually. I strive to utilize these skills to their fullest extent for the benefit of assisting with the growth of broadcast corporations. I have recently achieved a degree in Media Production and a minor in Events and Live Entertainment.

EXPERIENCE

Technical Executive Producer

47th TARA Awards

November 2024 - May 2025

- Collaborating with the executive team to produce and execute a two and a half hour in-house live show and livestream show
- Managing a technical crew of 20+ members to organize show set up, execution, and strike procedures in a one day timeframe
- Overseeing and creating technical plans for the lighting, audio, teleprompter, and video projection systems
- Acting as the primary liaison with our venue to coordinate logistics and ensure smooth show day operations
- Coordinating and managing logistics for internal and external equipment rentals

Technical Producer

Five Alive Productions

January 2024 - April 2025

- Organizing, resolving issues, and running tech checks and rehearsals to ensure show day operations run smoothly from start to finish
- Leading training sessions with camera, audio, lighting, and DDR to ensure crew have a solid understanding of utilizing studio equipment
- Coordinating bookings and rentals for all equipment involved for a three-day multi-camera production
- Creating studio lighting plans, overseeing lighting grid setups, setting up scenes, and operating the Chameleon software and lighting board
- Operating a Ross Carbonite Switcher according to the shots called by the Director
- Collaborating and communicating closely with my team to pitch, produce, develop, and execute our vision

CBC News Technical & Production Intern

CBC/Radio-Canada

January 2025 - February 2025

- Shadowing and liaising with CBC News technical departments including Field Operations, Resources, Studio & Control Room, and Editing & Streaming
- Collaborating closely with live production crews to assist with equipment distribution, switching and directing, equipment operation, signal transmission and booking, video editing, and more

Breakfast Television Production & Digital Intern

Rogers Sports & Media

May 2023 - September 2023

- Assisting and supporting the live show on the floor and in the control room
- Shadowing departments on the floor and in the control room
- Greeting and bringing guests in and from the green rooms
- Clipping segments and chats from the show via LogPlayer
- Updating traffic and daily highlights on the Breakfast Television website
- Uploading segments to Breakfast Television's YouTube channel