

JOANNA LLESHI

Producer, Based in LA

1 (904) 207-9237 | joannalleshi@gmail.com | joannalleshi.com

PROJECTS AND PRODUCTION EXPERIENCE

2024

Office Production Assistant for Apple Music
TBD

Production Assistant for Happy Place
Jaydon ft. 310babii "Ah Ah Ah" Music Video
Production Assistant for Happy Place

Linkin Park, Zane Lowe Interview
Production Assistant for Happy Place, Apple Music

Labels in La
Production Assistant for Disney

Sheltered
Production Assistant for Disney

Spec Commercial for KODAK
Director, Producer

Spec Commercial for Calvin Klein
Director, Producer

Funkenbaggen Queenin (Short Film)
Co-Producer

Hood Baby (Short Film)
Co-Producer

2023

Seeds (Short Film)
Producer

I Sleep After Midnight (Short Film)
Co-Producer

Atonement Alley (Short Film)
Producer

Young and Homeless (Documentary Short)
Director, Producer

Spec Commercial for Vans
Director, Producer

Spec Commercial for Vogue Eyewear
Director, Producer

Twice Down the Rabbit Hole
Producer
Calm App (Branded Film)

MINA4RENT (Short Film)
Producer

The Time Traveler (Short Film)
Production Assistant

SILK (Short Film)
Producer

Andi Banks "Hopeless Romantic" Music Video
Director, Producer

It Is What It Is (Short Film)
Producer

Truth or Drink (Short Film)
Assistant Director

ADDITIONAL EXPERIENCE

Bookkeeper (Full-time)

2017 - Present

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Created proposals, service agreement contracts, invoices, estimates, and balanced checks. Effectively handled communication between owners, management, and clients. Maintained financial filing system and kept important documents and files organized and accessible. Assisted owners and made sure needs of the business were met. Ensured invoices were paid on-time and in-full by creating collection reminders for invoices resulting in decrease in overdue invoice volume. Performed monthly reconciliations of bank statements and credit card statements. Created weekly checks for employees and vendors. Proficient in QuickBooks. Worked effectively alongside a team.

Office Administrative Manager (Full-time)

2014 - 2017

Served as the point-person for all office related tasks, including maintenance, cleaning, supplies, and bills. Assisted owners and made sure needs of the business were met. Effectively handled communication between owners, management, and clients. Worked effectively alongside a team. Handled reception, transferred phone lines, and delivered mail, emails, and messages. Managed calendars of executive team and coordinated weekly team meetings and meetings between clients and executives. Provided administrative support to the accounting and finance department with necessary documents.

EDUCATION

Savannah College of Art and Design, Film and Television

Dean's List (2020-2023)

Savannah Film Festival (2019-2023)

Campus Movie Fest

SKILLS

Native fluency in English — Proficient fluency in Albanian — Elementary Proficiency in ASL — Scheduling — Budgeting — Communication — Negotiation — Presentation — Leadership — Reconciliation

TECHNOLOGY

iMovie — Celtx — Adobe (Photoshop, Illustrator, After Effects, In Design) — Final Draft — Davinci Resolve — Avid (Media Composer, Pro Tools) — Movie Magic (Scheduling, Budgeting) — Zoom — Dropbox — Canva