

# TONYA SHARAE DAVIS

## Production Assistant

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### PROFESSIONAL SUMMARY

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Extensive experience in entertainment, business operations, and corporate environments. Proven success in TV, film, theater, and music production with advanced proficiency in industry-standard editing and production software. Master computer user with expertise in workflow optimization, data management, marketing, and training. Skilled in managing large-scale operations, high-pressure environments, and cross-functional teams, ensuring efficiency, adaptability, and innovation. Dual residency in Cleveland, OH and Los Angeles, CA.

### FILM EXPERIENCE

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- **BG Production Assistant & Script Supervisor Intern** – *Photography* (2024) – Adam White
- **Script Supervisor & Props Manager** – *The Deadly Type* (2024) – Mike Berry & HobbsStyle Productions
- **Assistant Director & Production Coordinator** – *Stand Alone* (2018) – Trybal Productions, LLC

### TRAINING

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- **2025 Spring Intern:** Greater Cleveland Film Commission
- **Production Assistant Training:** Tri-C Film Academy (2024), Greater Cleveland Film Commission (2025)
- **Film Crew Training Intensive:** Tri-C Film Academy (180 Hrs.) (2025)
- **Visual Post Production for Film:** Tri-C Film Academy (2025)
- **Acting Training:** Karamu Theater (2000), Tri-C Arts (2016), Rowland Acting Studios (2022)
- **Broadcasting & Media:** Ohio School of Broadcasting – Radio/TV (2007)

### SPECIAL SKILLS

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- **Production & Set Operations:** Call Sheet & Production Document Management, Location & Equipment Coordination, Principal Coordination, BG Set Placement, Basecamp Coordination (H/MU/Costumes/Meals)
- **Software & Tech:** Master computer user with expertise in industry-standard production, editing, and business software, including Celtx, Final Draft, Adobe Creative Cloud (Acrobat Pro/Premiere Pro), Google Workspace, All Microsoft Office, Dropbox
- **Communication & Logistics:** Social Media, Messenger Platforms, Zoom, Skype, GoToMeetings, CRM Administration, Website Maintenance
- **Finance & Administration:** HRIS, PeopleSoft, Kronos, ADP, Oracle, SAP, Concur, Quicken
- **Other:** Domestic & International Travel, Hospitality & Catering, Benefits Enrollment/Management

### PRODUCTION SET EXPERIENCE

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**911** (2020–2024, S4–S7) (Stand-In/Core BG)

**S.W.A.T.** (2021–2024, S5–S7) (BG)

**Lincoln Lawyer** (2023–2024, S2–S3) (BG)

**Young Sheldon** (2022–2024, S6–S7) (BG)

**The Rookie Feds** (2023, S1) (Stand-In/Core BG)

**NCIS** (2023, S21) (BG)

**White Boy Rick** (2018) (BG)

**With This Ring** (2015) (BG)

Also Regular or Featured BG on: *A Black Lady Sketch Show, Abbott Elementary, All American, All American: Homecoming, All Rise, Bel-Air (Stand-In), Black Monday (Stand-In), Call Me Kat, Criminal Minds, Dirty John, Glow, Good Trouble, How I Met Your Father, L.A.'s Finest, Mom, Mr. Mayor, Prank Tank, Quantum Leap, Raven's Home, Reasonable Doubt, Serenity Now, Star Trek: Picard, Suits Spin-Off, Ted, The Fix, The Goldbergs, The Neighborhood, The Rookie, The Upshaws, This Is Us.*

### OTHER WORK EXPERIENCE

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- **Stand-In:** Extensive experience across multiple productions. (2018 – Present)
- **Leadership:** SAG-AFTRA LA Local & National Background Committee Member (2024 – Present)
- **Music:** Lead & Background Vocals, Musician, Composer, Arranger (1974 – Present)
- **Media:** Vocal Talent/Voice-Overs, Talk-Show Host, Radio Spots (2001 – Present)
- **Theater:** Acting in various productions across multiple stages (1993 – Present)
- **Real Estate:** CA (8 years) and OH (24 years) Sales and Leasing Experience
- **Exec Ofc Coordinator:** Pfizer, Nestle, East Ohio Gas, Cuyahoga County, CWRU, Loyola Law School
- **Customer Service:** Playhouse Square (2024 – Present), Uber Driver (PRN 8 years), Marriott Reservations, Ticketmaster Admin Offices