



MELODY ORELLANA-TROHA

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SUMMARY

Emmy Award winning Producer experienced in doc and narrative productions. Skilled in managing crews, budgets, and creative execution from development through delivery.

EDUCATION

Bachelor's Degree in Technical Communication

MSU DENVER
2015-2019

AWARDS

- 2023 Heartland Emmy
- 2023 Silver Telly Award (x2)
- 2024 Gold Telly Award

TECH SKILLS

Airtable | Adobe Premiere Pro | Monday.com | Slack | Vimeo | Asana | Camera, Lighting and Audio set ups

WORK EXPERIENCE

Human Focused Media (Formerly Dope Mom Life)

Producer

2021 – PRESENT

Promotions: Producer 2025-Present, Production Manager 2022-2024, Part Time Production Coordinator 2021-2022

- Manage projects from concept through delivery, overseeing creative development, production logistics, team coordination, and post-production workflows.
- Maintain and manage all client and team communication.
- Develop and manage budgets, track expenses, and ensure projects stay on schedule and within scope.
- Research and shape storylines; conduct talent pre-interviews and prepare creative briefs.
- Serve as on-set lead, directing crew and talent while maintaining timelines, documentation, and production flow. Assist in Set up of Cameras, lights and audio.
- Manage post production timeline, ensure videos are to client standard, manage all feedback

Mystery Science Theater 3000

Production Assistant (season 13, Gizmoplex)

2021-2022

- Coordinate and support virtual writers' rooms. Manage and tracking all vendor task (props).
- Track and maintain budget expenses related to art vendors to ensure alignment with overall production goals.
- Create detailed call sheets for production days and ensure distribution to all relevant team members.
- Coordinate travel logistics, including building itineraries for flights, hotels, and ground transportation.

Dorsey Pictures

Production Coordinator (Season 3)

2021

- Booked locations and secured necessary permits and releases.
- Coordinated crew meals and managed daily production logistics.
- Tracked gear and hard drive shipments to ensure timely delivery to crew.
- Processed FOIA (Freedom of Information Act) materials to support producers' research and storytelling needs.