

General Qualifications

- Highly organized
- Strong communication skills
- Proficient in Microsoft Office Suite
- Adobe InDesign/Photoshop capabilities
- Final Cut Pro experience
- Budget/Accounting program expertise
- Excellent Social Networking skills
- Proficient with JIRA and Basecamp

Job Specific Qualifications

- **Production Duties and management experience**
 - Developed and managed relationships with production/network executives, vendors, and advertisers
 - Supervise crews ranging from 4 – 50 people to ensure proper workflow
 - Manage location, vendor, equipment, and staffing negotiations for profit maximization
 - Oversee operation procedures in production, budgets, call sheets, editing, staffing, and task distribution
- **Budgeting experience and qualifications**
 - Analyze production operations to find ways to reduce costs
 - Research current trends in correlation accounting department goals
 - Create, manage, and oversee projected budgets while analyzing periodical changes in spending
 - Maintain a thorough and accurate Purchase Order Log system in long and short-term projects
- **Marketing / R&D**
 - Assemble, organize and prepare viewer data for records and reports
 - Develop marketing programs based on the product
 - Research viewership trends and prepared data for target audience

Employment Summary (Full Production Credit List Verification upon request)**June 2013- September 2015 (Listed chronologically by date/most recent)**

- **Sony Playstation** (Production Coordinator)
 - 247 Shift-coverage network surveillance and basic triage based fundamental technical concepts
- **Island In The Sun LLC** (*Runaway Island – Production Manager*)
 - Prep & Wrap duties
- **Lynch Dyson Entertainment** (*Flex & Shanice Season 1B/Country Soul Pilot OWN – Production Manager*)
 - Prep & post production duties
- **Fremantle Media** (*The Great Halloween Holiday's on ABC – Field/Production Coordinator*)
 - Hired and managed on-location & travel crews
- **Jane Street Entertainment** (*Rachel vs. Guy: Kids Cook-off on Food Network – Production Manager*)
 - Prep & post production duties

December 2006 – February 2015

- **Taylor Way Productions (Segment Producer/Production Manager)**
 - Video segments for high-end clients in the sports & entertainment industry
 - Interview documentaries with high profile dignitaries, including the Mandela family

February 2000-November 2006

- **Warner Brothers Television** (*Eve Television Series on UPN – Production Coordinator*)
 - 3 Seasons/66 Episodes/8 Award Nominations

Education

- **California State University, Northridge (CSUN)** – BA: Radio, Television & Film Production

Accomplishments/Awards

- **Film Production Program, California State University, Northridge** – Invited Guest Speaker
- **Warner Bros Internship Program, California State University, Northridge** – Invited Guest Speaker