

Experienced Production Manager with vigorous work ethic, keen eye for detail, and award-winning expertise in end-to-end production of high-profile television, film and digital content, seeking professional growth in creative environments while continuing efficient, diverse, and revenue-generating support of Network, Marketing Production, E-commerce, and Brand initiatives.

Professional Qualifications

- Highly organized
- Strong communication skills
- Exceptional knowledge in Mac & PC
- Microsoft Suite expert (word/excel/ppt/project/suite)
- Adobe InDesign/Photoshop capabilities
- Final Cut Pro experience
- Budget/Accounting program expertise
- Proficient in Social Networking skills
- Extensive Travel Coordination experience
- Proficient with JIRA and Basecamp
- FilemakerPro

Job Specific Qualifications

- **Production Duties and management experience**
 - Working with Covid Compliance Team to maintain safety protocols
 - Coordinating communication with production/network executives, vendors, and advertisers
 - Developing and managing extensive relationships and building support in order to establish long-lasting rapport for future increase in production
 - Supervise crews ranging from 4 – 50 people to ensure proper workflow
 - Create and manage production calendars and amend as needed while being able to distribute daily call sheets
 - Represent organization external partners at key meetings with production staff, and executives
 - Manage all production schedules, location, vendor, equipment, and staffing negotiations
 - Oversee operation procedures in production, reporting, editing, staffing, and task distribution
 - Facilitate weekly Production Meetings
- **Budgeting experience and qualifications**
 - Movie Magic Budgeting & Scheduling
 - 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 ranging up to half of a million dollars
- **Marketing / R&D**
 - Assemble, organize and prepare viewer data for records and reports
 - Develop marketing programs based on the product
 - Develop online segment support and buzz
 - Research viewership trends and prepared data for target audience

Employment Summary (production credit list below)

Type	Dates	Project	Production Company	Network
Line Producer Projects				
Pilot	2020	The Sauce Boss	Taylor Way Entertainment	NA
Web Series	2018	The Sizzle	Masia's Friends LLC	YouTube
Documentary	2010 - 2013	Untitled Floyd Mayweather Project	Mayweather Films	YouTube
Short	2011 - 2013	Get L.A.D.E. Television	EllaRyan LLC	YouTube
Pilot	2012	Sample This!	MannCyr Productions	NA
Series	2012	Lifeline with Dr. Anthony	Kidney Care Media	HBN
Pilot	2010	Curveball	Ascension Advisors	NA
Series	2009	Up All Night - Season 1	Deon Taylor Entertainment	ABC
Production Manager Projects				
Game Show	2023	Love Island Games	Got a Text Inc/iTV	Peacock
Dating Reality	2023	Love Island S5	Got a Text Inc/iTV	Peacock
Game Show	2023	Claim To Fame	Moving LLC	ABC
Dating Reality	2022	Temptation Island S5	Tradewinds LLC	USA
Docuseries	2022	Rap Caviar by Spotify	ICP Corp/Buckingham TV	Hulu
Docuseries	2021	Vox Media Various (in house PM)	Vox Media	Vox
Reality	2021	Basketball Wives	True Entertainment	VH1
Reality	2021	Home Sweet Home	Daft/Array Productions	NBC
Reality	2020	Swae Meet World	Big Fish Productions	SNAP
Docuseries	2020	Gary Ridgway: The Green River Killer	HOFF Productions	REELZ
Docuseries	2020	Battle of Alcatraz	HOFF Productions	REELZ
Docuseries	2020	Bigfoot: Eyewitness	HOFF Productions	REELZ
Docuseries	2020	I Survived Ted Bundy	HOFF Productions	REELZ
Docuseries	2019	Last Chance U Season 5	Monterey Pictures	Netflix
Dating Reality	2019	Temptation Island (Casting Special)	Trade Winds Productions	USA
Docuseries	2019	John Wayne Gacy	HOFF Productions	REELZ
Docuseries	2019	Real Life of Jaws	HOFF Productions	REELZ
Docuseries	2019	Dahmer	HOFF Productions	REELZ
Reality	2018	Bringing Up Bhabie	Invent TV	Snapchat
Reality	2018	Chad Loves Michelle	Invent TV	OWN
Reality	2018	Nigerian Wedding	Invent TV (pilot)	Bravo
Edu Series	2018	Man Meets Machine	HOFF Productions (pilot)	REELZ
Docuseries	2018	Alcatraz: The Great Escapes	HOFF Productions	REELZ
Docuseries	2018	Ted Bundy: Serial Monster	HOFF Productions	REELZ
Reality	2017	Football Fanatic	NBCUni Wilshire Studios	USA
Reality	2017	Billy Nye Saves the World	Bunim Murray Productions	Netflix
Reality	2017	Various Sizzle and Presentations	Invent TV	Various
Film	2015	Runaway Island	Island In the Sun LLC	TV1
Reality	2015	Flex & Shanice Season 1B	Lynch-Dyson Entertainment	OWN
Reality	2014	Country Soul	Lynch-Dyson Entertainment	OWN
Game Show	2014	Rachael vs. Guy: Kids Cook-Off	Jane Street/Janette LLC	Food Network
Award Show	2012	Critics' Choice Television Awards	Bob Bain Productions	VH1
Pilot	2012	Village People	ProdCo	ABC Family
Reality	2010	For The Love of Ray J Reunion	51 Minds	VH1
Edu Series	2010	Military Training I, II & III	ACS	DVD
Pilot	2010	Jamie Foxx's Tommy's Little Girl	No Brainer Films	ABC