

I have over 15 years working as a Producer and Production Manager in the Television/Film Industry. I'm a team-oriented person and take pride in everything I do. I'm a budget fanatic, have a passion for power point, great with budgeting, scheduling, and have solid project management skills.

### **General Qualifications**

- Highly organized
- Strong communication skills
- Adequate knowledge in Mac & PC (proficiency in Microsoft 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
- Filemaker Pro

### **Job Specific Qualifications**

- **Production Duties and management experience**
  - 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** *(Full Production Credit List below)*

Type	Dates	Project	Production Company	Network
<b>Line/Segment Producer Projects</b>				
Web Series	2018	The Sizzle	Masia's Friends LLC.	TBD
Documentary	2010 - 2013	Untitled Floyd Mayweather Project	Mayweather Films	NA
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
<b>Production Manager Projects</b>				
Series	2019	Last Chance U	Monterey Pictures	Netflix
Series	2019	Temptation Island (Casting Special)	Trade Winds Productions	USA
Series	2019	John Wayne Gacy	HOFF Productions	REELZ
Series	2019	Real Life of Jaws	HOFF Productions	REELZ
Series	2019	Dahmer	HOFF Productions	REELZ
Series	2018	Bringing Up Bhabie	Invent TV	Snapchat
Series	2018	Chad Loves Michelle	Invent TV	OWN
Series	2018	Nigerian Wedding	Invent TV (pilot)	Bravo
Series	2018	Man Meets Machine	HOFF Productions (pilot)	REELZ
Series	2018	Alcatraz: The Great Escapes	HOFF Productions	REELZ
Series	2018	Ted Bundy: Serial Monster	HOFF Productions	REELZ
Reality	2017	Football Fanatic (w/t)	NBCUni Whishire 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
Event	2012	Critics Choice Television Awards	Bob Bain Productions	VH1
Pilot	2012	Village People	ProdCo	ABC Family
Series	2010	For The Love of Ray J Reunion	51 Minds	VH1
Series	2010	Military Training I, II & III	ACS	DVD
Pilot	2010	Jamie Foxx's Tommy's Little Girl	No Brainer Films	ABC
Series	2010	Night Tales - Last Laugh	Deon Taylor Entertainment	Blender
Series	2009	Who's Got Jokes? - Season 3	FarCor Studios	BET
Series	2008	Avatar EPK	Nickelodeon	Nickelodeon
Series	2007	Kid's Choice Awards EPK/True Jackson EPK /Drake&Josh EPK/iCarly EPK	Nickelodeon	Nickelodeon