

DEDICATED ETHICAL PROFESSIONAL WITH OVER 10 YEARS OF ENTERTAINMENT EXPERIENCE, READY TO BENEFIT FILM & TV PROJECTS IN A **POST COORDINATOR** CAPACITY EITHER SHOW OR STUDIO SIDE. EXCELS IN FAST-PACED & CHALLENGING ENVIRONMENTS THAT DEMAND ATTENTION TO DETAIL, STRONG MULTITASKING, INTERPERSONAL, & LEADERSHIP QUALITIES. TRUSTWORTHY, DISCREET, & COMMITTED TO EXCELLENT RESULTS. CONFIDENT, POISED IN INTERACTIONS WITH COLLEAGUES, TALENT, & EXECUTIVES. PERFORM & DELEGATE EFFECTIVELY DESPITE SUDDEN DEADLINES & CHANGING PRIORITIES.

FULL CV & REFERENCES AVAILABLE UPON REQUEST.

AREAS OF EXPERTISE INCLUDE:

- FILM & TELEVISION PRODUCTION
- BUDGETS, SCHEDULES,
- SCENECHRONIZE SHOW ADMIN CERTIFIED
- VIDEO EDITING
- CREATING & MANAGING WORKFLOWS
- EFFICIENT & RESOURCEFUL
- VERBAL & WRITTEN COMMUNICATION
- SUPPLIER & VENDOR MANAGEMENT
- ADAPTABLE & RESILIENT
- DETAIL-ORIENTED
- STRONG BELIEF IN INCLUSIVE MEDIA
- TALENT, TEAM & CREW MANAGEMENT
- SCRIPT WRITING & COPY EDITING
- CREATION & WORLD BUILDING
- DELIVERABLE TRACKING

PROFESSIONAL EXPERIENCE

POST PRODUCTION COORDINATOR

PERRY MASON S2

STAGE, SCRIPTED

HBO 2022-2023

POST PRODUCTION ASSISTANT

AVATAR: THE LAST AIRBENDER

STAGE, SCRIPTED

NETFLIX 2023

POST PRODUCTION COORDINATOR TRAINING

WARNERMEDIA/HBOMAX ACCESS

FALL 2021

REEL WORKS' MEDIAMKRS 7-WEEK TRAINING PROGRAM WITH [KENDALL MCCARTHY](#) TO DEVELOP & PREPARE POST-PRODUCTION COORDINATORS FOR HIGH-END SCRIPTED PROGRAMMING. TRAINING INCLUDED: PIX, SCENECHRONIZE, DAILIES, BUDGETING, & MORE.

POST PRODUCTION COORDINATOR

INTURN S2

UNSCRIPTED

CBS

INT'L ASSOCIATE PRODUCER (POST)

BIOGRAPHY

SCRIPTED

A&E NETWORKS

INT'L CLIENT COORDINATOR WORLDWIDE DISTRIBUTION

CBS CORP.

RECEPTION & SALES COORDINATOR

ORBIT DIGITAL

POSTWORKS NY

PRODUCTION COORDINATOR

MORE POWER

STAGE & FIELD, SCRIPTED DOCUSERIES

HISTORY/A&E

I LOVE US

STAGE, SCRIPTED

BET

SLIME AND SEEK

FIELD, UNSCRIPTED

AMAZON

PRODUCER'S ASSISTANT

STUCK IN THE MIDDLE

STAGE, SCRIPTED

DISNEY CHANNEL

TECHNICAL PROFICIENCIES

TECSTREAM, PIX, SCENECHRONIZE, DAVINCI RESOLVE, BASECAMP, PPL, WINMLS, XYTECH ENTERPRISE, OPERATIONS INVENTORY SYSTEM, HARRIS SMARTJOG, PROTRACK & CRYSTAL DECISION, ADOBE PHOTOSHOP, MS OFFICE, ACT, FCP, BASIC HTML, I MOVIE, AVID EXPRESS PRO, TOAST, QUICKTIME, GOOGLE SUITE

EDUCATION & TRAINING

BACHELOR OF FINE ARTS IN FILM & TELEVISION PRODUCTION, SUMMA CUM LAUDE

CERTIFICATE TV FELLOWSHIP WRITING

SURVIVING & THRIVING IN THE TV INDUSTRY COURSE

WOMEN IN MEDIA CAMERADERIE WORKSHOPS

NEW YORK UNIVERSITY | NEW YORK, NY

UNIVERSITY OF CALIFORNIA | LOS ANGELES

LIGIAH VILLALOBOS | NYU VIRTUAL

WORKFLOW/POST PRODUCTION 2-DAY

VOICE OVER

DUBBING INTENSIVE

BEGINNING LOOP GROUP

COMMERCIAL, VIDEO GAME & ADR VOICEOVER TRAINING

PRIVATE VOICEOVER TRAINING

INTERMEDIATE & ADVANCE COMMERCIAL VOICEOVER TRAINING

PAULETTE LIFTON

WOLFIE TRAUSCH

EMILY LATKA, RAY CHASE, PORTIA SCOTT

STEVE HARRIS, ART OF VOICE

SCHOOL OF VISUAL ARTS