

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. U.S. CITIZEN. FORMER MILITARY SPOUSE.

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

EDITORIAL PRODUCTION ASSISTANT & INTERIM POST PRODUCTION COORDINATOR

WONDERMAN

STAGE, SCRIPTED

MARVEL 2024

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' MEDIA MKRS 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 MANAGER

OUTSHINE POPSICLES

NATIONAL COMMERCIAL

[THE MANY](#)

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

AIRTABLE, SMARTSHEETS, 5TH KIND, ASPERA, CLEARVIEW, TECSTREAM, PIX, SCENECHRONIZE, DAVINCI RESOLVE, BASECAMP, PPL, WINMLS, XYTECH ENT., OPS INVENTORY SYSTEM, HARRIS SMARTJOG, PROTRACK & CRYSTAL DECISION, PHOTOSHOP, MS OFFICE, ACT, FCP, BASIC HTML, IMOVIE, AVID EXPRESS PRO, TOAST, QUICKTIME, GOOGLE SUITE, HD/UHD FILES, POST WORKFLOWS, LEARNING FILEMAKER

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

VOICE OVER

DUBBING INTENSIVE
 BEGINNING LOOP GROUP
 COMMERCIAL, VIDEO GAME & ADR VOICEOVER TRAINING
 PRIVATE VOICEOVER TRAINING
 INTERMEDIATE & ADVANCE COMMERCIAL VOICEOVER TRAINING

NEW YORK UNIVERSITY | NEW YORK, NY
 UNIVERSITY OF CALIFORNIA | LOS ANGELES
 LIGIAH VILLALOBOS | NYU VIRTUAL
 WORKFLOW/POST PRODUCTION 2-DAY

PAULETTE LIFTON
 WOLFIE TRAUSSCH
 EMILY LATKA, RAY CHASE, PORTIA SCOTT
 STEVE HARRIS, ART OF VOICE
 SCHOOL OF VISUAL ARTS