

DEDICATED ETHICAL PROFESSIONAL WITH OVER 13 YEARS OF GLOBAL TELEVISION, FILM, & EVENT EXPERIENCE, READY TO BENEFIT FILM & TV PROJECTS IN A POST PRODUCTION COORDINATOR CAPACITY. EXCELS IN FAST-PACED & CHALLENGING ENVIRONMENTS THAT DEMAND STRONG ORGANIZATION, INTERPERSONAL, & LEADERSHIP QUALITIES. TRUSTWORTHY, DISCREET, & COMMITTED TO EXCELLENT RESULTS. CONFIDENT, POISED IN INTERACTIONS WITH COLLEAGUES, TALENT, & STAKEHOLDERS. DETAIL-ORIENTED IN SPEARHEADING, & COMPLETING PROJECTS ON TIME; ABLE TO MULTITASK EFFICIENTLY.

FULL CV & REFERENCES AVAILABLE UPON REQUEST.

**AREAS OF EXPERTISE INCLUDE:**

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

## PROFESSIONAL EXPERIENCE

<b>POST PRODUCTION COORDINATOR TRAINING</b>	<b>WARNERMEDIA/HBOMax Access</b>	<b>FALL 2021</b>
<p>REEL WORKS' MEDIAMKRS 7-WEEK TRAINING PROGRAM WITH <a href="#">KENDALL MCCARTHY</a> TO DEVELOP &amp; PREPARE POST-PRODUCTION COORDINATORS FOR HIGH-END SCRIPTED PROGRAMMING. TRAINING INCLUDED: PIX, SCENECHRONIZE, DAILIES, BUDGETING, &amp; MORE.</p>		
<b>POST PRODUCTION COORDINATOR</b>		
<i>PERRY MASON S2</i>	STAGE, SCRIPTED	HBO
<b>POST PRODUCTION COORDINATOR</b>		
<i>INTURN S2</i>	UNSCRIPTED	CBS
<b>INT'L ASSOCIATE PRODUCER (POST)</b>		
<i>BIOGRAPHY</i>	SCRIPTED	A&E NETWORKS
<b>INT'L CLIENT COORDINATOR WORLDWIDE DISTRIBUTION</b>		CBS CORP.
<b>RECEPTION &amp; SALES COORDINATOR</b>	ORBIT DIGITAL	POSTWORKS NY
<b>PRODUCTION COORDINATOR</b>		
<i>MORE POWER</i>	STAGE & FIELD, SCRIPTED DOCUSERIES	HISTORY/A&E
<i>I LOVE US</i>	STAGE, SCRIPTED	BET
<i>SLIME AND SEEK</i>	FIELD, UNSCRIPTED	AMAZON
<b>PRODUCER'S ASSISTANT</b>		
<i>STUCK IN THE MIDDLE</i>	STAGE, SCRIPTED	DISNEY CHANNEL

## TECHNICAL PROFICIENCIES

PIX, SCENECHRONIZE, DAVINCI RESOLVE, BASECAMP, PPL, WINMLS, XYTECH ENTERPRISE, OPERATIONS INVENTORY SYSTEM, HARRIS SMARTJOG, PROTRACK & CRYSTAL DECISION, WINDOWS OFFICE XP APPLICATIONS, ADOBE PHOTOSHOP, MICROSOFT OFFICE SUITE, ACT, FCP, DVD STUDIO PRO, BASIC HTML, I MOVIE, AVID EXPRESS PRO, TOAST, QUICKTIME, GOOGLE SUITE, CANON 7D

## EDUCATION & TRAINING

<p>BACHELOR OF FINE ARTS IN FILM &amp; TELEVISION PRODUCTION CERTIFICATE TV FELLOWSHIP WRITING</p>	<p><b>2021</b></p>	<p>NEW YORK UNIVERSITY   NEW YORK, NY UNIVERSITY OF CALIFORNIA   LOS ANGELES</p>
<p>SURVIVING &amp; THRIVING IN THE TV INDUSTRY COURSE WOMEN IN MEDIA CAMERADERIE WORKSHOPS</p>	<p><b>VOICE OVER</b></p>	<p>LIGIAH VILLALOBOS   NYU VIRTUAL WORKFLOW/POST PRODUCTION 2-DAY</p>
<p>BEGINNING LOOP GROUP COMMERCIAL, VIDEO GAME &amp; ADR VOICEOVER TRAINING PRIVATE VOICEOVER TRAINING INTERMEDIATE &amp; ADVANCE COMMERCIAL VOICEOVER TRAINING</p>		<p>WOLFIE TRAUSCH THE ACTORS COMPANY STEVE HARRIS, ART OF VOICE SCHOOL OF VISUAL ARTS</p>