

## Personal Objective

A visionary leader and Emmy Awarded Producer with 14+ years of experience in: film production, creative development, and client experience for various production formats including commercials, television, documentary, experiential, and VR production. Specialization in project management, negotiation, communication, budget tracking, forecasting, and liaising between internal teams and clients. Proficient at: managing teams, inspiring creativity, defining needs, and presenting solutions to meet those requests. A passionate communicator with success in working with a multitude of teams to implement creative solutions and achieve shared goals.

### **Areas of Expertise Include:**

- Executive team leadership
- Creative Development
- Drive Progress
- Organized
- Supportive
- Planning & logistics
- Critical Thinking
- Active Listening

### **Areas of Expertise Include:**

- Passion for Managing & Mentorship
- Generating Ideas
- Decision Making
- Managing cross-functional teams
- Adaptable in fast paced environment
- Keeping projects on time & within budget

### **Awards & Achievements:**

- Emmy Awarded "Outstanding Special Class – Short Format Daytime Program category" - The Truth About Opioids campaign, 2018

## Professional Experience

### **SUPERVISING PRODUCER • Los Angeles, CA • July 2018 - Present**

FREELANCE: (COMPANIES INCLUDE: BOARDWALK PICTURES, MSSNG PECES, THE CORNER SHOP)

Utilize energetic, focused, and supportive personality to engage with executive producers, stakeholders, and directors', defining their vision, collaborating on story development, and communicating project goals. Developed schedules, budgets, creative pitch decks, and show materials. Managed hiring writers, crew, celebrity talent and high-profile talent, overseeing staff from development through completion of filming. Maintain an expansive awareness of production details, overarching story plots, and forward thinking vision.

Key Accomplishments:

- Spearheaded the creative process from concept ideation to completion of filming.
- Drove the bidding process conveying possible budgetary concerns & promoting creative solutions making sure to stay within budget.
- Implemented deadlines, schedules, & project notes between cross-functional teams.
- Collaborating with post-production staff on project assets, graphics, and editorial deadlines.
- Attend & collaborate with executive team members to produce agendas & materials for pitch meetings with stakeholders.
- Managed the development of "never before attempted" show concepts and successfully lead teams from ideation through completion of filming.

### **LINE PRODUCER • Los Angeles, CA • December 2017 - Present**

FREELANCE: (COMPANIES INCLUDE: MSSNG PECES, THE CORNER SHOP, MEDIA MONKS, COMMUNITY FILMS)

Offered high caliber service and knowledge in film production servicing individual production companies, clients and corporate brands in commercial advertising campaigns. Defining filming strategies, inspiring creative solutions and communicating a cohesive vision in an effort to manage expectations. Engaged with well-known clients in sports, politics, non-profits, and luxury brands, among others.

Key Accomplishments:

- Cultivate positive relationships with stakeholders, directors, clients, and agencies.
- Ensure that all deliverables from the brief are met, delivered, on schedule, and within budget.
- Provide clear and comprehensive direction to the creative leads.
- Facilitated hiring crew (union/non-union) and negotiating rates.
- Established relationships with vendors, negotiating equipment and approving contracts.
- Implementing the workflow from pre-production to completion of filming.
- Line Produced Emmy award winning "The Truth About Opioids Campaign | Rebekkah's Story", Truth's first campaign covering the opioid epidemic. The concept involved filming with two patients detoxing from heroin on camera, 24/7 for four days each to create a long-form video to run on an LED cube in New York for one day. Organized and executed the creative concept, liaising between internal teams and clients, ensuring that all deliverables from the brief were met and delivered, hired crew, managed pre-production workflow, oversaw and approved shoot day logistics, and managed budget making sure to stay within the budget.

## **ASSISTANT PRODUCTION SUPERVISOR • Los Angeles, CA • January 2011 - December 2016**

FREELANCE: (COMPANIES INCLUDE: ANONYMOUS CONTENT, RESET CONTENT, PARK PICTURES, MJZ, COMMUNITY FILMS)

Delivered exemplary support collaborating with producers and production executives, organizing project materials, tracking budgetary costs, directing colleagues, and creating project schedules, callsheets, and production decks. Generated purchase orders, check request, and insurance certificates. Managed production assistants overseeing completion of daily tasks.

Key Accomplishments:

- Delivered exemplary support executing project logistics from prep through shoot wrap for various producers & upper production management.
- Evaluating contracts and timecards.
- Organizing paperwork for production accounting departments.
- Managed crew travel on destination shoots both domestic & international.
- Orchestrated all crew & vendor billing & scheduling from prep through wrap days, regardless of whether the project shoots in Los Angeles or travels to an alternate city.

## **PRODUCTION ASSISTANT • Los Angeles, CA • June 2007 - December 2010**

FREELANCE: (COMPANIES INCLUDE: ANONYMOUS CONTENT, RESET CONTENT, PARK PICTURES, MJZ, COMMUNITY FILMS, MOXIE PICTURES)

Demonstrated effective organization and communication skills collaborating with producers and production executives, organizing project materials and building friendly working rapport with director's, clients, agencies, and high profile talent.

Key Accomplishments:

- Supported various producers & production teams by facilitating various office tasks and executing errands around the city.
- Positively impacted film crews exhibiting knowledge of the set and surrounding filming locations.
- Utilizing friendly and charismatic personality to engage with directors & clients assisting their needs on a shoot.

## Education & Training

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### **Bachelor of Psychology**

CALIFORNIA STATE UNIVERSITY OF NORTHRIDGE | Northridge, CA | 2003 - 2007

## Additional Education & Hobbies

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NATIONAL ACADEMY OF SPORTS MEDICINE • CERTIFIED PERSONAL TRAINER • Santa Monica, CA • 2020

AMERICAN RED CROSS • CPR/ AED CERTIFIED • Santa Monica, CA • 2020