

## **Select Freelance Experience:**

PRODUCTION COORDINATOR: Recruit local and field crew, maintain daily call sheets, manage pre-production in office (equipment rentals, location and vehicle permitting, talent travel), managed petty cash, created expense reports, maintained workflow on set, managed timecards

The Fashionista Diaries - GoGoLuckey / Reality / New York, NY

Reality/docusoap following the lives of six assistants in fashion, cosmetics, and media for Soapnet.

Wives on the Homefront - Citylights Media / Reality Special / New York, NY

Web short for "Army Wives". Cast hosts an all day picnic and meets families of deployed servicemen for Lifetime.

Hammered with John and Jimmy DiResta - Citylights Media / Reality / New York, NY

Reality/home improvement show for HGTV.

TRAVEL COORDINATOR: Book complex and extensive travel for talent/crew, create travel itineraries for field crews, book local crew as needed, managed logistics for out of town talent while in NYC, managed petty cash, created expense reports

Honey, We're Killing the Kids! - BBC / Reality / New York, NY

Reality weight loss and health education show for TLC.

OFFICE PA: Assisted with all aspects of pre-production in office. Ran errands, research, supported production team. Assisted during shoot as set/talent PA.

Tribeca Film Festival - AMEX Sponsorship - Momentum / Event / New York, NY

Events associated with the festival including Battery Park Concert, multiple brand engagement sites, and screenings

Arthur Ashe Kids Day - USTA / Televised Event / New York, NY

US Open's tennis and pop music variety show broadcast on CBS from Arthur Ashe Stadium

7-11 75th Anniversary

Corporate celebration and concert at Madison Square Gardens

## **Selected Project Management**

Gracious Home

- Manage photo shoots for catalogue and web. Source and manage external print/digital vendors. Establish and manage budgets upwards of \$500k per project. Identify and resolve inefficiencies, manage timelines, and ensure on-time and on-budget deliverables are met.

Joe Fresh

- Source and manage domestic/international vendors, project manage design deliverables, book domestic/international travel for C level executives, complex international expense reports

Oshkosh B'Gosh

- Worked in various roles over six years. Led product development for press materials, display, and retail props. Established and managed budgets up to \$750K. Sourced and managed freelancers. Identify and resolve inefficiencies, manage timelines, and ensure on-time and on-budget deliverables are met.

## **Education**

Sarah Lawrence College - Bronxville, NY

Bachelor of Arts; Theater Production and Fine Art

## **Technology/Additional Skills**

Technology: Mac, PC, Microsoft Office, Adobe (Photoshop, Illustrator) Google Docs

Additional Skills: Light fabrication, woodshop tools, framing, hand and machine sewing, prop sourcing

