**OBJECTIVE**:

I am a strategic thinker and optimistic person who will work hard to deliver. I'm easily adaptable and can jump head first into any situation. I enjoy problem solving and love working in the challenging and creative environment of the entertainment industry. Strengths: responsible, muti-tasker, reliable, resourceful, personable. I possess knowledge of production and post-production in both film and television and am seeking a position to further my experience in the industry.

**PRODUCTION EXPERIENCE**:

* “Death & Taxes”, Independent (Feature Doc Film)

Associate Producer

2016

Director – Michael Oblowitz

Location: US

Duties included: Location scouting, research, production budgets, casting, acquiring stock footage, oversee production in all aspects, and post production supervision.

* “If A Rhino Falls”, Independent (Short Doc Film)

Field Producer

2014

Director - Joonas Kenttämies

Location: S. Africa, Namibia

Duties included: Responsible for daily production notes, research, story writing, conducting interviews, and 2nd Camera Operator.

* “The Legend of Hercules”, NuImage/Millenium

Unit Publicist

2013

Director – Renny Harlin

Location: Sofia, Bulgaria

Duties included: Coordinated all press visits to the set and oversaw all interviews and editorial pieces. Responsible for writing, scouting, directing and producing EPK, including behind the scenes interviews with cast and key department heads. Kept daily production notes and worked directly with producers fulfilling any and all third party publicity and marketing requests.

**STUDIO EXPERIENCE**

* Warner Bros. Studios, Post Production Services

Director, Feature Sales

2011- 2012

Supervisor: Kim Waugh - Senior Vice President

Duties included: Managing entire Post Sound Feature Sales Dept. including all editorial, re-recording, and administrative staff. Create fiscal pipelines, marketing and sales strategies, along with publicity efforts. Coordinate post schedules with Post supervisors/Producers and create package bids for potential clients. Main point of contact for all current and future clients. Direct liaison with Operations, Scheduling, Editorial, and Upper Management.

**STUDIO EXPERIENCE cont’d**:

* Warner Bros. Studios, Post Production Services

Manager, Television and Feature

2006- 2011

Supervisor: Bill Angarola – Vice President

Duties included: Managing entire Post Sound Scheduling Dept. including all Feature, TV, and Projection resources. Oversee bookings for 27 stages and responsible for keeping stages at full capacity while maintaining fiscal awareness and staffing crew as needed. Present weekly presentations on the current status of schedules, and resolve any conflicts while liaising with Sales, Editorial, and Operations

* Warner Bros. Studios, Post Production Services

Project Manager

2001- 2005

Supervisor: Norman Barnett - Senior Vice President

Duties included: Managing Feature, Television, and Projection Scheduling Dept., client services, scheduling Feature Re-Recording Dub Stages, ADR Stages, Foley Stages, and Scoring, generating daily workorders and crew calls, and coordinating catering for stages. Direct liaison with Sales, Billing, and Editorial departments.

* Digital Sound & Picture

Scheduler

1998 – 2001

Supervisor: Janie Oliver – Operations Manager

Duties included: General Client Services, Scheduling entire Post facility consisting of 4 Re-Recording Dub Stages, 1 ADR Stage, 1 Foley Stage, and sound transfer, generating workorders, and distributing weekly schedules. Direct liaison with Sales and Billing Depts.

**SOFTWARE**:

* Xytech- Enterprise
  + 12 years experience
  + Key “tester” for all version updates for Warner Bros. PPS
  + Have given demonstrations to other studios on use of software and functionality
* Word
* Excel
* Outlook

**HARDWARE**:

* Mac and PC

**REFERENCES**:

* Available upon request

**OTHER SKILLS**:

* Open Water Advanced certified SCUBA diver
* VP of 501c3 ocean conservation group Shark Allies, and Board Member of 501c3, Silent Heroes Foundation
* Amateur underwater photographer
* Creative person with a detailed eye and a business mind