

SKILLS

- Content Development
- Talent Relations
- Event Management
- Database Management
- Budgeting & Expense Management
- Organization
- Communication
- Team Collaboration
- Confidentiality
- Adaptability
- Time Management
- Strong Work Ethic

EXPERIENCE

ILM, North Hollywood, Ca- Sr. Production Assistant

Oct 2021 - Present

- Led daily production activities, including stand-ups and scrum meetings, to ensure efficient communication and workflow coordination within the team.
- Coordinated production tasks and errands, providing essential support to the production crew to maintain smooth operations on set.
- Facilitated internal and external meetings, including off-sites, conference calls, and Cinesyncs, by booking resources, acquiring materials, and ensuring timely starts.
- Managed the digital deliveries of project files, meticulously recording and tracking all delivery details.
- Organized and maintained reference files in proper locations with appropriate naming conventions on the network, promoting easy access to essential materials.
- Assisted in the creation and maintenance of various production documents, including department intranet pages, onboarding materials, and training manuals.
- Expertly organized and executed comprehensive playtesting initiatives, coordinating schedules, recruiting participants, and analyzing feedback to inform game development decisions and enhance user experience.
- Successfully managed and provided strategic direction to five departments, optimizing operational efficiency, fostering collaboration, and achieving organizational goals.
- Handled purchase requests and provided general support for projects, collaborating with other departments to obtain necessary help and resources as needed.
- Served as the point of contact for all incoming and outgoing materials or communications to vendors, ensuring smooth communication and coordination.
- Developed a tracking spreadsheet for assets, increasing department productivity by 75% and contributing to enhanced workflow efficiency.
- Efficiently managed and maintained a dynamic production calendar, ensuring seamless coordination of tasks, resources, and timelines to optimize workflow efficiency and meet project milestones.
- Met and exceeded all client deadlines on deliverables by implementing effective project management strategies, closely monitoring progress, and proactively addressing potential bottlenecks to ensure timely and high-quality deliverables.
- Proficiently coordinated travel arrangements for talent, including booking flights, hotels, and transportation, ensuring adherence to company travel policies and budget constraints.
- Serve as key communication liaison for Concept, Lighting, FX and Tech Art. Provide updates, priorities, reschedules, and status of all assets at any given moment.

Poised Film Productions, Houston, Tx - Producer (Physical Production)

Jan 2017 - Oct 2001

- Led daily production meetings and weekly production calls, fostering effective communication and ensuring alignment with project objectives and timelines.
- Coordinated with the talent relations department to facilitate the execution and payment of talent contracts, maintaining positive relationships with performers.
- Managed video shoots, overseeing set teams and performers while creating work schedules and operating production equipment, ensuring high-quality production standards.
- Took charge of day-to-day operations for the production company, specializing in creating videos for webcasting, commercials, and special events, ensuring smooth project execution.
- Oversaw the development of the company website and handled customer questions sent electronically, enhancing the company's online presence and customer engagement.
- Coordinated with clients to define project specifications, vision, scope, and budget, providing clear communication and ensuring client satisfaction.
- Hired and trained independent production specialists, including graphic designers, and negotiated contracts and rates, effectively managing project costs.
- Created production schedules for every step of video production, facilitating efficient project planning and execution.
- Developed promotional materials, including posters and videos for bands, enhancing brand visibility and marketing efforts.
- Assisted clients and creative teams in scriptwriting and set design, contributing to the creative direction and successful execution of video projects.
- Interfaced with clients to define project scopes of work, including budgets, creative vision, and deliverable schedules, ensuring that projects aligned with client expectations.
- Worked closely with clients to produce various types of videos, adapting to diverse project requirements and ensuring client satisfaction.

Playtone Productions, Santa Monica, Ca- Development Intern

Jun 2020 - Sep 2020

- Conducted extensive research to generate new show pitch ideas, providing valuable insights and creative concepts to the Development Manager.
- Increased work productivity by 15% through effective time management and organization of research materials and data.
- Supported the Development Manager with special projects and events, ensuring their successful execution and contributing to the company's creative endeavors.
- Read and evaluated scripts, books, and other materials, then provided comprehensive coverage with recommendations for potential projects, including suggestions for writers and cast.
- Collaborated closely with the development team to brainstorm ideas and contribute to the creation of compelling show pitches.
- Assisted in maintaining an organized database of potential projects, writers, and actors, streamlining the development process.
- Participated in creative discussions and meetings, offering valuable input and contributing to the creative decision-making process.

- Gained hands-on experience in the development of television and film projects, enhancing my understanding of the industry and the development process.

Freelance, Houston, TX- Production Assistant

Apr 2016 - Nov 2019

- Provided essential support to the production team during film shoots, ensuring the smooth operation of on-set activities.
- Collaborated with the production crew to set up equipment, props, and scenes, contributing to efficient and organized shoots.
- Assisted in coordinating various aspects of production, such as lighting, sound, and camera work, to achieve high-quality footage.
- Played a key role in handling logistical tasks, including organizing schedules, managing talent, and coordinating transportation for the crew.
- Assisted in troubleshooting technical issues and maintained equipment to ensure optimal functionality throughout the shoot.
- Contributed to the maintenance of a safe and orderly set, adhering to safety protocols and regulations to protect the well-being of the crew and talent.
- Acted as a liaison between the production team and other departments, facilitating effective communication and collaboration.
- Supported the post-production process by organizing and labeling footage, helping with editing tasks, and ensuring proper file management.
- Assisted in location scouting and securing necessary permits, contributing to the successful execution of shoots.
- Demonstrated adaptability and a willingness to take on additional responsibilities as needed to ensure the success of each project.

EDUCATION

Art Institute of Houston, Houston, Tx - *Bachelor of Arts*

Coursework Includes: Photoshop, Lighting, Cinematography, Scriptwriting, Editing, Storyboarding, Multicam Production, Motion Graphics, Producing and Directing, Film History, Film Theory

MILITARY

USAF, Holloman AFB, NM - *Aviation Resource Management*

References Available Upon Request