

VANESSA PANSINI

SUMMARY

Entertainment industry professional. Heavy experience in the television/film field from pre- to post-production; experienced in all forms of television and film, including scripted, docu-follow, recreation and live events. Union and non-union experience.

FREELANCE PRODUCTION EXPERIENCE

PRODUCTION MANAGER (Freelance/contract-based), New York, NY September 2019 – ongoing

- Managed both domestic and international client-based and in-house projects with various networks and platforms
- Created and distributed critical paperwork, including call sheets and production reports.
- Booked domestic and international travel and accommodations for a 4 - 15 person crew, including flights and hotel arrangements.
- Sourced both crew and equipment for small and medium-sized shoots (in-house and from external vendors)
- Hiring both overseas and domestic fixers to assist in the pre-production and production process (out of town).
- Managed crew of 4 - 15, including direct reports of production assistants and coordinator both in the office and in the field.
- Guided interns with various projects, based on need and availability.
- Crew payroll, including reimbursements and per diem as necessary.
- Cost tracking and reporting; p-card and petty cash reconciliation.
- Anticipated needs from production, and demonstrating creative problem solving in a fast paced, ever-changing environment.
- Mastery of working over multiple time zones at the same time.
- **PRODUCTIONS WORKED:** Leopard USA (WB Discovery) - March 2022 – present; Sharp Entertainment (Discovery Network) - December 2020 - January 2022; Refinery29 (Eko) -September 2019 - June 2020

COORDINATOR (LOCATION / PRODUCTION – Freelance/contract-based), New York, NY September 2012 – Ongoing

- Booked domestic and international travel for a 3-5 person field production team
- Booked and worked with international fixers to secure permits and contracts prior to travel
- Managed and distributed paperwork - call sheets, travel itineraries, invoices, purchase orders, check requests, time cards.
- Drafted insurance certificates, including the understanding of specific insurance requirements (Hold Harmless, Additional Insured, Umbrella coverage, etc)
- Managed visa and customs processes, depending on the country of origin/destination for the crew
- Booked equipment and spaces for on-location filming such as holding and catering spaces, tents, HVAC units, Electrical contractors, tables and chairs, etc.
- Delivered media and on-set logs to post-production (Tape Logs, Director's Notes, and Production Reports)
- Collected and finalized set forms and deliverables, specifically releases and paperwork
- Assisted in sourcing and booking various crew, as necessary
- Managed ongoing crew, location and vendor contact lists, and provided administrative support to the department.
- *Please see IMDB/LinkedIn profile for specific productions worked*

ASSOCIATE PRODUCER (Freelance/contract-based), New York, NY July 2018 – January 2019

- Maintained contact with cast, sourced and cleared locations for filming (both in advance and on the fly), coordinated voice-overs and ADR work, assisted in the field as necessary (notes, transcriptions, etc.), assisted in creating hot sheets, among various other duties to support the field producers and field teams
 - **PRODUCTIONS WORKED:** Teen Mom 2 (11th Street Productions/MTV)

PRODUCTION ASSISTANT/CONTESTANT COORDINATOR (Freelance), New York, NY July 2010 - September 2012

- Provided administrative support to Assistant Director and Production departments, both on set and in office.
- Guided and communicated timelines to talent to make sure they were Camera ready by the time they were needed on set.
- Assisted the Assistant Director team to make sure the set was fully supported; communicated times and needs to various departments.
- Interfaced with talent team to make sure all talent needs were met – costumes, breakfast/lunch/dinners, crafty, etc.
- *Please see IMDB/LinkedIn profile for specific productions worked*

WORLD WRESTLING ENTERTAINMENT, Stamford, CT

September 2007 – May 2010

Production Assistant – Road Production (Live and Live-to-Tape)

- Traveled weekly to televised show tapings – Raw, Smackdown, NXT, and Pay-Per-View shows
- Worked from Satellite broadcast truck; trained to perform **Commercial A.D.** and **Graphics A.D.** jobs in a fast-paced live production setting
- Field produced and stage-managed various events such as Fan Axxess events, press conferences, etc.
- Edited promotional and character “bump” material for between segments for International shows
- Coordinated SAP recordings for Friday Night Smackdown (domestic), as well as Spanish voice-overs for International shows
- Assisted on set with magazine shows for International clients

VANESSA WEISS

RELATED SKILLS:

- Excellent forward-facing, **client-** and **talent-**relations, communication and organizational skills.
- **Management** of 2-4 people directly; 10-15 indirectly (both in office and on set).
- Ability to thrive in a fast-paced, deadline-driven environment. Efficient multi-tasker, high energy; quick learner; problem solver
- General computer skills: MAC and PC platforms, MS Office programs - Word, Excel and Power Point, Keynote, Dropbox, Google Docs
- Editing software: Final Cut Pro, Avid and Grass Valley editing systems (advanced beginner level)
- **LinkedIn:** <https://www.linkedin.com/in/vanessa-weiss-b419a714>; **IMDB:** search "Vanessa Weiss"; **References** furnished upon request