

SKILLS & SOFTWARE

- Accounting & Bookkeeping
- Adobe Creative Suite
- AICP Budgets
- Budgeting & Scheduling for Film, TV & Commercial Production
- Business Plans
- Calendar & Scheduling
- Product Placements,
- Clearances & Intellectual Property Rights
- Copy-Editing & Writing
- Deal Memos, Dossiers, Releases & Promotional Materials
- Directing and Staging for Camera
- EP Budgeting & Scheduling
- Event Planning & Mgmt
- Filemaker Pro
- Final Draft & Final Draft Tagger
- Grant Proposal Writing
- Legal Document Prep
- Mac & PC Proficient
- Managing PAs
- MS Office Suite
- Office Mgmt
- On-Set Mgmt
- Payroll
- Permitting & Insurance
- Press Releases
- Production Consulting
- Production Office Mgmt & Coordination
- Quickbooks Pro
- Research and Database Mgmt
- Script Breakdowns
- Set Mgmt
- Social Media Mgmt & Promotions
- Technical Writing
- Training Crew & staff
- Travel Coordination
- Union Signatory Paperwork - DGA/IATSE/Teamsters/SAG-AFTRA
- Wordpress

EDUCATION

Eastern Michigan University Ypsilanti, MI *In Progress* **Creative Writing**

College of the Canyons Santa Clarita, CA 2008 **Film Production**

California Arts Partnership & California Institute of the Arts Encino, CA 1997 **Certificate in 2D Animation**

California Arts Partnership & California Institute of the Arts Valencia, CA 1996 **Certificate in Photography**

CSSSA Valencia, CA 1996 **Certificate in Animation Practices**

Pasadena Art Center College of Design Pasadena, CA 1995 - 1997 **Certificate in Studio Art Practices**

AWARDS

California Junior Arts Scholar (1996) **Animation**

CURRENT POSITION

N/A

FILM AND TELEVISION PRODUCTION

"Swan Song" Feature – *Todd Stephens* - (2019) **Production Coordinator**

"NBA Finals" Television (2018) NBA TV **Key Production Assistant**

"The Prisoner's Guide" Feature (2014) Dir. Brian Kraft **Line Producer**

"Cee Lo Green's Magic Moment Muppets Christmas Special" Television (2012) Dir. M Thelin **Production Coordinator**

"The Live Room With TI" Webisode (2012) Dir. Michael Thelin **Production Manager**

"A Dark Plan" Feature (2012) Dir. Armand Mastroiani **Production Supervisor**

"Easy To Assemble" Season 4, Episodes 1-12 (2012) Dir. Melanie Mayron **Production Coordinator**

"Wholehearted" Short (2012) Dir. Chris Leps **Production Coordinator**

"Dead Broke" Feature (2012) Dir. Michael Ervin **Associate Producer**

"The Face of Marty Gleason" Short (2011) **Unit Production Manager**

"Killer Holiday" Feature (2010) Dir. M. Thomas **Line Producer**

"Cats Dancing On Jupiter" Feature (2010) Dir. J. Alan **Line Producer**

"Skribble It Down" Shon Abrams Music Video (2010) Dir. Andrew Swihart **Producer**

"Glorious Affairs" Secret Plastic People - Music Video (2010) **Co-Producer**

"American Dream" Feature (2010) Dir. Jamil Smith **Production Manager**

"Independent Lens-You're Looking at Me Like I Live Here" Documentary (2010) Dir. S. Kirschenbaum **Production Coordinator**

"Je Sens Poison" Rikarda Parasol Music Video (2007) Dir. Xavier Gomez **Producer**

"Dancing on Our Graves" Cave Singers Music Video (2007) Dir. M. Ott **Production Coordinator**

"Definitely Maybe" Feature (2007) Dir. Adam Brooks **Clearance Coordinator**

"Margot at the Wedding" Feature (2006) Dir. Noah Baumbach **Assistant Clearance Coordinator**

"There Will Be Blood" Feature (2006) Dir. P.T. Anderson **Assistant Clearance Coordinator**

"School For Scoundrels" Feature (2006) Dir. Todd Phillips **Assistant Clearance Coordinator**

"Bickford Schmeckler's Book of Cool Ideas" Feature (2005) Dir. Scott Lew **Production Assistant**

"Goddess Life" DVD (2007) Dir. Whitney Ransick **Associate Production Coordinator**

"Conversation With a Devil" Andre Nicatina Music Video (2003) Dir. Rob Poswall **Production Coordinator**

"Thicker Than Blood" Death Angel Music Video (2001) Dir. Rob Poswall **Production Coordinator**

"40 Boys in 40 Nights" The Donnas Music Video (2000) Dir. Rob Poswall **Production Office Coordinator**

"Better Living Through Circuitry" Feature (1999) Dir. Jon Reiss **Music Editor**

DIRECTOR'S DEPARTMENT

"In the Dead of Night" Feature (2015) Dir. John Gulager **1st Assistant Director**
"Tag" Feature (2015) Dir. Danny Roth **1st Assistant Director, Second Unit**
"Tax Act" Commercial (2013) R2C Group **2nd Assistant Director**
"The Live Room With Dwight Yoakam" Webisode (2012) Dir. Michael Thelin **1st Assistant Director**
"Speed Demon" Short (2012) Dir. Paul C. Miller **1st Assistant Director**
"The Vortex" Feature (2012) Dir. Peter Basler **1st Assistant Director, Second Unit**
"Piranha 3DD" Feature (2011) Dir. John Gulager **1st Assistant Director, Second Unit**
"Books" Season 1, Ep. 1-6 (2011) Dir. Tyler Gillett **1st Assistant Director**
"Yoga Pants" Spec Commercial - Sauza (2011) **Director**
"If The Shoe Fits" Web Series, Ep. 1 - 3 (2010) Dir. Alan Colombo **1st Assistant Director**
"Dying To Live" Web Series, Episodes 1- 12 (2010) Directed by Will Janowitz/Andreas Burgess **1st Assistant Director**
"Glorious Affairs" Music Video - Secret Plastic People (2010) **Director**
"Troy This!" Music Video (2010) Dir. Billy Burgess **1st Assistant Director**
"Make A Movie Like Spike" Feature (2010) Dir. Jamil Smith **Additional 1st Asst Director, 2nd Assistant Director**
"Hardcore Hearts" Feature (2009) Dir. A Paustian **1st Assistant Director**
"Thrillseekers" Feature (2009) Dir. R Pfitzner **1st Assistant Director**
"Princess of Mars" Feature (2009) Dir. M. Atkins **1st Assistant Director**
"Lost Angels Pilot" TV (2008) Dir. Justin Voskian **1st Assistant Director**
"Je Sens Poison" Rikarda Parasol Music Video (2007) Dir. Xavier Gomez **1st Assistant Director**
"We Are The Mods" Feature (2007) Dir. E.E. Cassidy **1st Assistant Director, Second Unit**

OTHER WORK HISTORY

Toledo Blade Toledo, OH (2019 – 2020) **Media Production Supervisor**

Supervised production of video content and commercial spots for social media and tv at a Newspaper for digital distribution, oversaw prepress for ad/marketing departments for print distributioun, copywriting & copyediting, special projects, co-coordinated the Holiday Parade in Toledo in 2019

San Francisco Bay Guardian San Francisco, CA (2014) **Freelance Writer**

San Francisco Examiner San Francisco, CA (2014) **Freelance Writer**

Geek Magazine Los Angeles, CA (2013) **Freelance Writer**

RRTVF Institute Los Angeles, CA (2012 – 2013) **Technical Writer, Mentor, Instructor**

Research, technical writing, copy-editing, creating curriculum, writing manuals and web content, instructing film students

Film Independent - Los Angeles Film Festival Los Angeles, CA (2008) **Screener, Programmer, Technical Writer**

Research & writing, festival program copy, screened & rated films, wrote coverage for the database, liaised with filmmakers and other festival guests, made travel arrangements, created dossiers for internal use and for festival guests

Cinefantastique Magazine Culver City, CA (2003 – 2004) **Editorial Assistant, Freelance Writer**

Research, topical writing, copy-editing, light accounting, accounts receivable, assorted special projects

D&AD (British Design & Art Direction) London, UK D&AD Awards (2003) **Awards Show Coordinator**

Awards show curated by David Puttnam & Trevor Beattie

San Francisco Film Society - San Francisco International Film Festival (2003) **Production Office Coordinator**

"Festival TV" San Francisco International Film Festival - "Daily TV" Live Feed, Dir. Robert Poswall

URB Magazine Los Angeles, CA (1998 – 2000) **Freelance Writer**

Lotus Magazine Los Angeles, CA (1997 – 2001) **Freelance Writer, Photographer, Illustrator**

Conscious Groove/Markus Manley Los Angeles, CA (1997 - 1999) **Production Coordinator, Event Coordinator**

Various fundraising events benefitting *Surfrider Foundation* and *The Los Angeles Food Pantry*: office management, budget management and actualization, event coordinating. Worked under and was trained by Markus Manley, founder of WE Labs in Long Beach.